

IONA DIAS

ACCOUNTS/ AUDIT EXECUTIVE

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SUMMARY

Accounting, Audit professional with 5 years of experience along with administrative management. Willing to learn new skills, accept challenges, fulfill organizational goal and climb career ladder through Continuous learning and commitment.

PROFESSIONAL WORK EXPERIENCE

Organization: TONIA GROUP

Designation: Accounts Executive

Tenure: November 2023 - May 2025

Key responsibilities and accomplishments include:

- Managing Financial Accounts and Inventory in tally package i.e verifying invoices, generating invoice, filing, processing payments, bank reconciliation on day-to-day basis and handling petty cash expenses.
- Finalization of Accounts and generating data for Tax Audit u/s 44AB of Income Tax for sister concern companies.
- Collaborated with internal and external auditors by providing requisite schedules, reconciliations, and documentation.
- Filing of GST Returns, VAT Returns and Audit. Applying and Issuing of CST-C Forms.
- Handling VAT Assessments and Appeals for sister concern companies.
- Physical Stock Verification on monthly basis and preparing Stock Valuation Report.
- Filing of TDS/TCS Returns and Rectifying defaults.
- Supported monthly, quarterly, and year-end closing processes, ensuring completeness, accuracy, adherence to reporting deadlines and compliance.

Organization: H V NAYAK & CO (CA)

Designation: Accounts/ Audit Manager

Tenure: June 2020 - October 2023

Key responsibilities and accomplishments include:

- Assist in preparing of Balance Sheet, Profit and Loss Account, Computation of Income for filing Income Tax Returns - salary, house property, capital gains, business & profession and income from other sources of clients.
- Participate in month-end and year-end closing activities and Finalization of Accounts.
- Conduct Internal Audits, External Audits, Tax Audits for Firms, Individuals, Trusts, Partnership firms.
- Examine, ensure compliance, and identify potential fraud or mismanagement.
- Assist in Audit Report Filing -Form 3CB-3CD, Form 44AB, Form 10 in accordance to GAAP.
- Preparing of reports and filing of taxation such as GST Returns, Vat Returns, TDS/TCS Returns according to prescribed rates, laws and regulations monthly and quarterly basis.
- Conduct VAT Audits, GST Audits-9/9C and filing of Annual Returns for GST Composition Scheme.
- Registration of Income Tax, VAT, GST, TCS/TDS, PAN, TAN, Udyam Registration-MSME for clients.
- Rectify defaults, legal compliance, solving Income Tax intimation cases and scrutiny assessments.

- Collect and enter client data from various sources, ensuring accuracy, timely record-keeping and comply with 26AS, AIS.
- Quarterly and Yearly Advance Tax Payment(Individual & Partnership Firm's).
- Posting of entries such as Purchase, Sales, Debit note, Credit note, Contra, Journals, Reconcile bank accounts as per evidence.
- Communicate with clients on daily basis and ensure excellent customer service.
- Team Lead - Supervising daily activities, mentor and train junior accounting staff, fostering a culture of continuous learning and professional growth

Organization: H V NAYAK & CO (CA)

Designation: Accounts Trainee Internship

Tenure: May 2017-June 2017

- Assisted in maintaining financial records, including ledgers, journals, and vouchers. Supported invoice processing, payment confirmations, and verification of invoice details. Helped reconcile accounts bank statements, ensuring data accuracy and completeness.

Organization: SOUTH EDUCATION ZONE

Designation: Office Secretarial Training

Tenure: May 2014-June 2014

- Entering information into databases. Organizing and maintaining physical or electronic files and documents. Handling emails, letters, and other forms of written communication. Preparing copies of documents and assembling materials. Handling incoming and outgoing mail. Typing and shorthand.

EDUCATION

CERTIFICATION/DEGREE	INSTITUTION/UNIVERSITY	YEAR
Post Graduation Diploma In Computer Application	Parvatibai Chowgule College of Arts and Science, Goa University.	2019
Bachelor in Commerce	Carmel College of Arts, Science and Commerce for Women, Goa University.	2018
Office Secretary and Stenography	Carmel Higher Secondary School, Goa Board	2015
High School	Our Lady of Snows High School, Goa Board	2013

SKILLS

- Management Skills
- Team Lead
- Analytical Ability
- Attention to details
- Ability to handle pressure
- Brainstorming
- Creativity
- Digital Creator

TECHNICAL SKILLS

- MS Office
- Advance Excel
- Tally ERP 9
- Tally Prime
- Zoho
- Winman
- Saral IT /TDS

INTERESTS

- Singing
- Sports
- Cooking
- Designing
- Art & Craft
- Imitation jewelry

PERSONAL DETAILS

- DOB : 24/11/1997
- Nationality: Indian
- Marital Status: Single
- Language: English, Hindi, Konkani

REFERENCE

1. TONIA GROUP

Mario Sequeira (Managing Partner)
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2. H V NAYAK & CO

Harihar Vaikunth Nayak (Chartered Accountant)
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