



FLEXON DIAS Accountant

SUMMARY:

Assistant Accounting with 1.5 years of Experience Supporting Financial Operations. Experience in Accounts Payable records maintenance, payment processing and supplier communication. Creating and maintaining organized files, processing documents such as Invoices and Journal Voucher, and reconciling invoice payments. Proven ability to effectively communication with suppliers to ensure timely payments

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flexondias30@gmail.com

Burjuman, Dubai - UAE

Skills

- Accounts Payable
- Accounts Receivable
- Finance, Marketing
- Sales
- Teamwork

Experties

- Tally ERP 9
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

Experience

Edwin Karkada and Company – Mangalore, India

Assistant Accountant (Jan 2022- June 2023)

Responsibilities:

- Performing Day to day Financial transaction, including verifying, computing, posting recording Account payable data
- Preparing of Performa and Tax Invoices, receipts and credit control
- Maintaining statement of accounts, Petty cash book management and examining the records of sundry creditors and sundry debtors
- Monitoring daily communications and answering any queries. Working with spreadsheets, sales and purchase ledgers and journals.
- Receiving and Processing all Invoices from suppliers, including Reconciliation based on the Local Purchase Order (LPO)
- Depositing and withdrawal of cash/cheque in Bank
- Maintaining Accounting, making copies of Supporting Documents, Filing Documents
- Assisting and supporting the accountant during the Annual Audit

Karnataka Plywood Centre – Mangalore, India

Business Development Executive (Sept 2020- Dec 2021)

Responsibilities:

- Maintaining Purchase and Sales ledger
- Offering personalized approach to client servicing
- Depositing and Withdrawal of cash/Cheque in Bank
- Follow up with the customers for the payments.
- Handling Product and Service related issues/queries/escalation of Business clients through calls/emails/face to face conversation.
- Responsible for nurturing the existing relationships with the clients/partners and cultivating newer accounts.
- Verification and Vendor invoices and maintenance of General ledger
- Searching for new clients, finding new potential services to offer, and helping the company expand to new markets.

Education

Master of Business Administration (MBA)

Mangalore Institute of Technology and Engineering (MITE)

(2018-2020)

Bachelor of Commerce (BCOM)

Sri Mahaveera First Grade College

(2015-2018)

Projects / Achievements

- Completed Project report “A Study on Vendor Analysis” of GWASF Quality Casting Pvt Ltd (Jan 2020- Feb 2020)
- Worked on an Internship Report organization study at SPAR Hypermarket Mangalore (July 2019- August 2019)
- Completed Diploma in Computerized Accounting and Administration (DCAA) from Probit Technology in 2018
- President- ICYM Shirthady, led a team of 100 youths and organized 20 Programs in the year 2021-2022 like Blood Donating camp etc.
- Actively participated in NSS and led for 2 years

Personal Information

Date of Birth : 14 Feb 1998

Gender : Male

Nationality : Indian

Visa Status : Visit Visa

Visa Expiry : 16 March 2024

Language

- English
- Hindi
- Kannada
- Konkani
- Tulu