

JASON PETER D'MELLO

Accountant Cum Admin



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SUMMARY

Goal-oriented individual with a pleasant personality and a tenacity that knows no restrictions, with proven interpersonal and communication skills. Skilled with total 16 years of experience with solid background in office administration, accounting and costing skills and document-keeping skills. I would like to make a meaningful contribution and grow along with the company to the fullest which will give me an opportunity to learn and lead.

EXPERIENCE

A) May 2023- Till Now

Accountant Cum Admin- METAL CRAFT INDUSTRIES L.L.C (DIP 1-Dubai)

Duties & Responsibilities –

- Responsible for end-to-end management of the company.
- Prepare attendance sheet & record staff WPS SIF file and upload in the correspondent bank account and take approval from manager.
- Monitoring Staff Wise Sales and calculating their Commission in the month end.
- Collaborating with the team to work on various accounting projects and make sure to achieve monthly targets.
- Responsible for Vendor Payments, Account Receivables and Payables and follow up for the same.
- Maintain accurate financial record of all transactions, verification and reconciliation of bank accounts and petty cash management.

B) February 2006– December 2022

Accountant Cum Admin – Al Raian Metallic Const. IND L.L.C (Sharjah-UAE)

Duties & Responsibilities –

- Calculation of Staff Bonus, Commission, Wages, Overtime, and Transfer of Staff Salary account through WPS.
- Calculate staff Gratuity, Leave Salary and make necessary provisions for the same.
- Calculation & Payment of staff related settlements of company and coordinate with HR for the same.
- Follow up for Staff Insurance Renewals and Payments, and make additions & Deletions for the same.
- Executing & Renewing Contracts, Trade Licenses & Tenancy Contracts.
- Documentation of Vehicle Contracts and Service Reports and monitor other company Assets.
- Manage to provide Company's staff travel facilities such as Ticket

EDUCATION

- **Bachelor of Commerce**
1998 - 2001
(Pompei College, Aikala)
- **Pre-University College**
1996 -1998
(Pompei P.U College
Aikala, Mangalore)

KEY SKILLS

- Office Administration
- Time Management
- Innovation
- Confidentiality
- Team Work
- Presentation
- Leadership

TOP SKILLS

- Tally ERP9
- Microsoft Office Suite
- Advance Excel
- Peach Tree
- Focus

PERSONAL INFO

- Languages known:

Orally: English, Hindi,
Konkani, Kannada Tulu

Written: English, Kannada,
Hindi

- Marital Status: Married
- D.O.B: 26/12/1980
- Gender: Male
- Holding UAE Driving
License Valid till May
2027
- Passport No- U0810409
- Visa Status- Residence

booking, Travel Insurance and Hotel Bookings.

- Co-ordinate with HR for Visa Renewals and Labor contracts.
- Keep record of Agreements and all the Financial Records in safe and keep Confidentiality of the same.
- Prepare monthly and Yearly Sales Report for Internal and External Users of the Company.
- Taking part in the forecast process and financial standard setting, and Overall Budgeting of the Company.
- Interact with various departments within the Company to ensure appropriate treatment of transactions in financial statements.
- Updating Payables and Preparing all the necessary Payments for the same.
- Controlling all Receivables and follow up with concerned persons.
- Preparation of all Final Accounts and Reports on Yearly basis.
- Stock take and Audit of the Company.
- Month-end and Year-end Financial Closing.
- Maintain record of Petty Cash and Bank Statements on Daily and Monthly Basis and provide Fund Flow Statement to the Finance Manager and Management.
- Reconciliation of Bank Statements and detailed review of Balance sheet and other Reports.
- Supervise accounting department, junior employees, and accounting assistants
- Assist the Accounting manager in preparing documents and interpreting complicated financial information for managers, and other executives.

C) April 2004 – December 2005

Accounts Assistant- Ryan International School (Surat-India)

- Co-ordinate and manage Payment and Billing details of external Service Providers.
- Preparation of Bank Reconciliation Statements and other accounts-related works.
- Maintain and update personal records of all staff & assisting in the Payroll Department
- Interaction with Banks

ADDITIONAL INFORMATION

- OSHA 30 Hour Occupational safety & Health Training course in General Industry – Dynatech Training Centre.
- Fire Safety Awareness Training Course – Dynatech Training Centre.
- Emergency First Aid Course – Dynatech Training Centre.
- Member of Bharat Scouts and Guides for two years

- Availability -Immediate

HOBBIES

Reading, Travelling, Music, Watching Movies.

I hereby declare that the above-mentioned information is true to the best of my knowledge, if given an opportunity; I assure you that I will sincerely work hard to meet your expectations

PLACE: SHARJAH-UAE

(JASON PETER D'MELLO.)