**PRADEEP JOHNSON CUTINHA**

Musaffah, Abu Dhabi.

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# CAREER OBJECTIVE

Seeking a challenging position in the field accounting so as to utilize my skills for organization and individual growth.

# WORK EXPERIENCE

Company Name : **Integrated Freight & Logistics LLC**

Address :  **AL Raffa, Bur Dubai, UAE**

Designation : **Accounts Assistant (29th Nov 2017 – 06th Feb 2020)**

**Roles & Responsibilities: -**

* Generate invoice and costing of all job files & send invoices and supporting documents to clients.
* Generate monthly invoice for storage charges in coordination with the Warehouse-In-Charge.
* Raise Local Purchase Order to shipping lines for collection of original bills of lading.
* Input entries in accounting system of petty cash and bank vouchers with proper allocation, credit purchase from all vendors and agents, Customs Port bills and Dnata receipts on daily basis.
* Prepare Reconciliation of Bills Payment SOA with Invoices and follow up payment release with Manager.
* Possess strong communication, interpersonal and relationship management skills and Assistance to Manager in VAT filling Report.
* Follow-ups for outstanding Bills Receivable amount with customers as per their dues & Sending receipts to customers against payments.
* Handle petty cash flow, ensuring all expenses have supporting documentation and reconcile the same including Bank Account, Petty cash Account, E-dirham account, DP world account, CDR account and Dnata (Calogi) account.
* Maintenance proper record of credit cards payments and file with supporting documents.
* Prepare the cheque discounting form, loan against invoices form and submitted to bank & other bank related works.

Company Name : **Imile Delivery Services LLC**

Address : **DIP 2 , Dubai**

Designation : **Assistant Accountant cum Cashier (25th Jan 2021 – Present)**

**Roles & Responsibilities: -**

* Receive Cash, cheque, credit cards from Drivers / Customers & Issue COD clearance Receipts also Daily collection statement reported to Manager.
* Input entries in accounting system the petty cash and bank vouchers, bank deposits with proper allocation of receipts, credit purchase from all vendors.
* Follow-ups for outstanding Bills Receivable amount with customers as per their dues & Sending receipts to customers against payments.
* Cash /Cheques Deposits to Bank On daily basis & oversee and coordinate the daily warehousing financial activities.
* Prepare Reconciliation of Bills Payment SOA with Invoices and follow up payment release with Manager.
* Maintenance proper record of credit cards payments and file with supporting documents.

Firm Name : **Rodrigues & D’Souza, Chartered Accountants**

Address :  **Mangalore**

Designation : **Audit Assistant (08th August - 2016 to 03rd October 2017)**

**Roles & Responsibilities:** -

* Experience in Bank Audits, e – Filing of Income Tax, Company Audits, Trust Audits, Hospital Audits and School Audits.
* Preparation and filing of Vat Return, Income Tax Return, Service Tax Return, Profession Tax (PT) Return, TDS Return, EPF Return, ESIC filing etc.
* Prepare the financial Statement like Balance sheet, Profit and Loss Statement and other statement like Audit Reports, Cash flow statement.
* Experience in Revising TDS Returns, VAT Returns, Income Tax Return and Solving ability of TDS default Problems.
* Proficiency in Registration and filing Goods and Service Tax (GST).
* Investigate and bank reconciliation activities to finalize the day's balance, and prepare and print to management reports

Company Name : **Emerson Network Power Co.**

Address :  **Bangalore**

Designation : **Accountant (20th Feb 2020 – 20th Dec 2020)**

**Roles & Responsibilities: -**

* Experienced in keeping the records of daily financial transactions, Preparation of Monthly Financial reports, Daily Collection Report, Monthly Petty cash expenditure details, Overall Due status.
* Proficiency in computer skills for data entry and knowledge of account software’s like Tally, PF, TDs software, GST software.
* Preparation and filing of Income Tax Return, TDS Return, EPF Return, GST Return.
* Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor reconciliation statement, Cash collection reconciliation.
* Send invoices and supporting documents to clients & other relevant accounting work.

# PERSONAL PROFILE

Date of Birth               : 31/03/1996

Language Known       : English, Kannada, Hindi, Konkani & Malayalam

Passport Expiry Date : 20/07/2027

Visa Status : Employment Visa

Visa Valid Till : 17/02/2025

UAE Driving License : 17/10/2024

Nationality : Indian

Permanent Address : Mangalore, Karnataka – (INDIA)

# TECHNICAL SKILLS

* MS Office (MS word, excel, power point, access)
* Tally 9 ERP GOLD, FLAIR Software, TMS and BMS Software
* Winman CA ERP, Winman TDS, GST

# ACADEMIC QUALIFICATIONS

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| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY / SCHOOL** | **BOARD** | **PERCENTAGE** | **YEAR OF PASSING** |
| B COM | St Philomena college Darbe, Puttur | Mangalore University | 75 | 2016 |
| P.U.C | Sri Sathya Sai Loka Seva PU College, Alike | State Board | 85 | 2013 |
| S.S.L.C | Sri Sathya Sai Loka Seva High School, Alike | KSE Board | 82 | 2011 |

# DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Place :**  Abu Dhabi Pradeep Johnson Cutinha

**Date :**