



RAISA VIEGAS

PROFILE

A Individual holding 2+ years of experience in the filed of Accounting & Finance .Looking for an opportunity to work with highly competitive environment to meet career and personal goals in Filed of Accounting.

AREA OF EXPERTISE

- BOOKEEPING
- INVOICING
- PAYMENT FOLLOW UP
- VAT FILING
- BANK RECONCILIATION
- COMMUNICATION SKILLS

WORK EXPERIENCE

Flashcom Network Private Limited and RD Cabl Network.

Accountant Cum Receptionist

FEB 2021 - DEC 2023

- Maintaining daily transactions – Expenses, payments and receipts.
- Responsible for maintaining Financial records.
- Maintain Vendor and Client Database
- Preparing Invoices, Delivery Notes & Quotations
- Follow up for the payments from customers and coordinating for payment collection.
- Preparing for VAT Accounting and filling the VAT returns.
- Providing necessary support for Audit.
- Preparing and submitting reports as required by management.
- Controlling inventory and report on status on daily basis and keeping the track of expiry dates and reporting on critical inventory items.
- Verifying, and reconciling accounts payables and receivables.
- Updating paperwork and maintaining documents
- Managing filing system
- Answering and directing phone calls Scanning and processing e-mail
- Ordering office supplies Managing filing system

The Lalit Golf and spa resort, Goa - Trainee Accounts Receivable

- Preparing and processing Performa invoices for customers.
- Completing bank reconciliations on daily basis.
- Assisting in preparing financial statement

COMPUTER SKILLS

- MS Excel , MS Outlook ,Zoho ERP, Tally ERP

CONTACT

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EDUCATION

- Goa University Bachelor degree.
- Manipal institute of computer education Diploma in e-finance

SKILLS

- Teamwork
- Time Management
- Effective Communication
- Quick learner

LANGUAGES

- English (Fluent)
- Hindi
- Konkani

PERSONAL INFORMATION

- Marital status: Single
- Nationality: Indian
- Visa status: Visit Visa