

**SOUMYA S SHETTY (B.com)**

## **Accountant**



[soumyashetty1304@gmail.com](mailto:soumyashetty1304@gmail.com)



### **Objectives:**

Seeking a position in the accounting field where excellent, analytical, and technical skill can be utilized to improve the company's profitability.

### **Professional Synopsis:**

- A dynamic professional with experience in Management and Accounting field.
- Quick learner with leadership qualities to execute any task as an individual or as a team player.
- Strong technical accounting skill.
- Management reporting, Handling internal and external auditing procedures.
- Communicate effectively, skilled in HR Mgt. & office mg. Techniques.

### **Professional Experience (1):**

Company: Mosaco Shipping & Forwarding  
(L.L.C) Position: Asst Accountant  
Tenure: 2 years from Dec 2021 to Feb 2024  
Country: Dubai, UAE.

### **Job Description:**

- Ensure invoices are processed, reconciled, and billed accurately and in a timely manner
- Follow up Customers outstanding & sending o/s statement to customer
- Process new information on invoices
- Generate invoice reports, Maintaining files.
- Preparing sales reports. Day to day accounting
- Prepare Credit Note, Purchase invoice entries, receipts entry, Journal entries in tally.
- Handling Bank Accounts I.e., Payments, Bank Reconciliations
- Fund transfer to the shipping line.
- Preparation of various reports as required by the Management.
- Preparing submission report and send to Dubai Customs.
- Document submission report reconciliation.

### **Oversea Contact**



**AL Barsha, Dubai, UAE.**



**UAE: +971-568659806**



**[soumyashetty1304@gmail.com](mailto:soumyashetty1304@gmail.com)**

### **Visa & Passport Detail**

Visa Status: Visit Visa  
Visa Valid: 29.04.2024

PP#: U5275129  
D.O.I: 26-022020  
D.O.E: 25-02-2030  
P.O.I - Bengaluru

### **Personal Data:**

D.O.B – 13<sup>th</sup> April 1988  
P.O.B - Mangalore  
Gender- Female  
M. Status-Married  
Nationality-Indian

### Professional Experience (2):

Company: Enoch Trading Pvt Ltd (Dealer of Renault India Pvt Ltd) Mangalore, India.

Position: Accountant

Tenure: 2 years from Mar 2019 - Nov 2021

Country: India.

### Job Description:

- Manage all accounting transactions
- Reconcile accounts payable and receivable- Bank Reconciliation/ Vendor Reconciliation / Customer Reconciliation / Business Specific Reconciliation)
- Ensure timely bank payments
- Manage profit/loss statements as per company's format
- Assisting with annual audit preparations
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting junior staff as required or assigned.
- Maintain business processes and accounting policies and prepare corresponding documentation
- Create timely and accurate accounting reports and present them to company's executives and senior management
- Participate in department's goal setting activities and month-end and year-end close processes
- Inventory checking and Fund transfer
- GST Analysis, Prepare tax Computations.
- Monitor and resolve bank issues including fee anomalies and cheque differences.
- Maintain and record fixed assets, company documents.
- Prepare stock statement and submit to the bank
- Maintain Record of Receivables (Reimbursement) & Reconciliation through monthly Account statement (cash discount/consumer offer/exchange bonus/monthly offer/sales incentive/Early Bird Incentives)

### Professional Experience (3):

Company: Excelsior Automobiles Pvt Ltd (Dealer of Nissan Motor India Pvt Ltd) / Mangalore, India.

Position: Accountant

Tenure: 4 years from Feb 2015 - Feb

2019 Country: India.

### Professional Experience (4):

Company: M/S Shanthi Enterprises (Dealer of Hangyo Ice-cream Pvt Ltd)

Mangalore, India. Position: Asst. Accountant

Tenure: 3 years from Sep 2011 - Dec 2014

Country: India.

### Professional Experience (5):

Company: M/S Spencer's Retail Ltd. (RPG Group)

Position: CASHIER / CUSTOMER SERVICE ASSISTANT

Tenure: 1 year from Jan 2008 - Feb 2009

Country: India.


### Professional Experience (6):

Company: M/S Janani Industries (Plastic Manufacturer & Processing Granules)

Position: ACCOUNTANT ASSISTANT

Tenure: 2 years from Sep 2005 - Oct 2007

Country: India.

Education	Professional Skills	Communication Skill	Permanent Address
Bachelor of Commerce  (B. Com) with specialization in Accountancy, from Mangalore University Distance Education,  Mangalagangothri, India.	M.S. Office: Microsoft word, Excel, Outlook express. Typing skill: English & Kannada Baraha, Accounting Software's: Tally Erp-7.2, Tally Erp.9, Tally Prime, Internal Software.	English, Hindi & Kannada.	#2-7 Shiva Durga Nilaya, Behind Krishna Bhajan Mandir, Vidyanagar, Kulur, Mangalore- 575013, Dakshin Kannada District, Karnataka – India  INDIA: +91 8123776166

I hereby declared that the above details are stated and authentic to the Best of my knowledge, and I shall provide the originals of the same when required.

**Signature**

**Date:**