



SAMSON GLEN FERNANDES

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 DUBAI, UAE



PROFESSIONAL EXPERIENCE

ACCOUNTANT


Hotel Coconut Grove

 12/2022-06/2023

- Managed daily accounting operations including invoicing, billing, and recording payments
- Monitored and updated both inward and outward stock to ensure smooth hotel operations
- Ensured the timely and accurate maintenance of the stock book and day book
- Handled day-to-day financial transactions, ensuring proper allocation of income and expenses
- Followed up with customers regarding overdue payments, helping maintain cash flow
- Processed payments and reconciled financial records with the general ledger
- Provided monthly and quarterly financial reports to assist in budget preparation
- Assisted the finance team with month-end closing procedures and bank reconciliations

ACCOUNTANT

Nisarga Engineers

 11/2022 - 05/2025

- Communicate with clients effectively, responding to queries, handling billing issues, and ensuring positive client experiences.
- Prepare and process client invoices, ensure accurate Tally entries, and maintain financial records.
- Assist in the preparation and submission of tenders and quotations for new projects, ensuring timely and competitive bids.
- Manage all GST-related tasks, including filing GST returns, maintaining records, and ensuring compliance with regulations.
- Handle the upload and payment of EPFO and ESIC contributions, ensuring timely submissions and accurate records.
- Regularly follow up with clients regarding outstanding payments and maintain accurate accounts receivable records.
- Support office operations, including filing, document management, and other ad-hoc administrative tasks as needed.

ACCOUNTANT

Floorz tiles and sanitary shop

 04/2022 -09/2022

- Managed daily financial transactions, including processing invoices, payments, and receipts.
- Assisted in maintaining accurate records of sales, purchases, and inventory.
- Prepared and reconciled financial statements, including profit and loss reports, balance sheets, and cash flow statements.
- Managed payroll processing and ensured timely payments to employees.
- Coordinated with vendors and customers for accounts payable and receivable management.
- Assisted in budgeting, financial planning, and forecasting for the company.
- Ensured compliance with tax regulations, submitting necessary documentation and payments.
- Supported the senior accountant in various ad-hoc financial tasks and audits.

SUMMARY

As a highly skilled and dedicated accounting professional with over 5+ years of experience in accounting, customer support, and office administration, I am seeking to leverage my expertise in financial management, problem-solving, and customer relationship management in a dynamic and growth-oriented organization. My goal is to contribute to streamlining financial processes, improving accuracy in reporting, and enhancing overall efficiency in the workplace. I bring hands-on experience in handling accounts payable/receivable, preparing financial statements, and maintaining accurate financial records. Additionally, my background in customer support allows me to engage with clients effectively, resolve concerns, and ensure a positive experience. I am eager to apply my skills to support both the financial success and customer satisfaction of a forward-thinking organization.

SKILLS

Accounts Payable & Receivable

Accounting & Financial Management

Customer Service & Support

Invoice & Payment Processing

Data Entry & Recordkeeping

Excellent Communication Skills

Time Management

PERSONAL DETAILS

Gender : Male

Nationality : Indian

LANGUAGES

English

Kannada

Hindi

Konkani

Tulu

CUSTOMER SUPPORT ASSOCIATE

Cogent E Services Pvt Ltd

09/2020 - 03/2022

- Delivered excellent customer service by answering inquiries and resolving issues promptly.
- Assisted customers with product information, helping them make informed decisions.
- Applied persuasive communication techniques to achieve sales targets and drive customer engagement.
- Developed and maintained strong customer relationships, resulting in high satisfaction and loyalty.
- Consistently met or exceeded monthly and quarterly performance targets.

EDUCATION

BCOM

Padua College of Commerce and Management, Nanthur, Mangalore -
Mangalore University

PUC

Padua Composite P.U College, Nanthur, Mangalore - Karnataka
Board

Secondary School Leaving Certificate (SSLC)

St. Gerosa High School, Jeppu, Mangalore - Karnataka Board

DECLARATION

I hereby declare that all the information provided above is true, complete, and accurate to the best of my knowledge and belief. I understand that any discrepancy found may result in disqualification from consideration.

SAMSON GLEN FERNANDES

PASSPORT DETAILS

Passport No : Y7338439
Expiry Date : 24/07/2033
Place of Issue : Bengaluru

NISARGA ENGINEERS

ENGINEERS & CONTRACTORS

Date: 21.05.2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Samson Glen Fernandes was working with us as a Accountant for the period from 16.11.2022 to 14.05.2025. During his tenure we found him Hardworking and Sincere.

We wish him best wishes for his future endeavours.

For Nisarga Engineers



Authorized Signatory



RELIEVING & EXPERIENCE LETTER

Date: 28th Mar 2022

Mr. Samson Glen Fernandes
Employee Code: CMK092073021

Further to your resignation from the company, we wish to inform you that you are relieved from your services effective close of working hours on 9th Mar 2022. While we regret your decision to leave the company. We wish you a successful career ahead.

We hereby confirm the following details of your employment with Cogent E Services Ltd.:

Designation: CSA
Date of Joining: 20th Sep 2020
Date of Leaving: 9th Mar 2022
Annual CTC: 168,000

There are no financial dues pending.

We wish you all the best for your future endeavors.

Yours truly,
For Cogent E Services Ltd.

(S.K. Garg)

(Authorized Signatory)