

Snehith N Rosario

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Objective

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal and communication skills. Eager to contribute to a dynamic team and support organizational goals.

Experience

- ETeam Infrastructure Ltd, Bangalore** 01-07-2022 - 08-12-2024
Accounts and Billing Executive
 - Monitor accounts receivable and follow up on overdue payments.
 - Maintain detailed records of all billing transactions.
 - Invoice verification
 - Handling urgent invoices respond emails within one-day TAT
 - Assist in reconciliation of bank statements and general ledgers.
 - Process payments and update financial systems accordingly.
 - Work closely with internal teams to ensure correct billing data.
 - Handle vendor payments.
- Taak Construction, Enakulam, Kerala.** 01-12-2021 - 30-05-2022
Accounts Assistant
 - Invoice verification and Vendor Payments
 - Petty Cash
 - Preparation of Purchase Orders
 - Handling day to day accounting activities.
 - Preparation of E-way Bill and Delivery Challan

Education

- Mangalore University, Karnataka, India** 2020
Bachelor Of Commerce (B.COM)
56%
- Jnanodaya Bethany PU College, Nellyadi, India** 2017
Pre University College (Commerce)
65%
- St. George High School, Nellyadi, India** 2015
SSLC
69%

Technical Skills

- Basic Tally ERP 9 & GST
MS Office(Excel, Word,
PowerPoint)

Skills

- Problem solving
- Communication
- Decision Making

Languages

- English
- Malayalam
- Kannada

Achievements & Awards

- Shining Star Award for Best Employee Award
- Limelight Award for Best Performance