



Contact

Phone

+971566402353

Email

dsasushma2@gmail.com

Address

Sharjah, UAE

Education

2012

Bachelors of Business Management
Mangalore University/ Milagres College

2009

Commerce

Pre-University/ Milagres College

PERSONAL DOSSIER

- D.O.B: September 27, 1991
- Nationality : Indian
- Status: Married
- Passport Detail: V2029094

Expertise

- Ms. Office Suite, Internet Applications

STRENGTH AND QUALITY

- Hard working,
- Reliable, punctual, professional
- A quick learner with the ability to work under pressure
- Excellent communications skills and able to liaise with customers & suppliers

Language

English

Hindi

Konkani

Kannada

Sushma Joylet Dsa

General Accountant

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career

Experience

MAHARAT LEARNING CENTER EST, DUBAI FESTIVAL CITY, DUBAI, UAE

General Accountant (2021 - Present)

Responsible in handling day to day accounting transactions. Knowledge of Accounts Payable and Accounts Receivable

Software used: Quick Books

Maintaining Daily cash transactions and Receiving payments from clients, Calculation of salary on hourly basis (of Therapists), Payroll/ Transfers/WPS, Posting invoices, receipts, payments, Journal vouchers, Reconciliation of bank statements at the end of the month, VAT Filing, Maintaining the records and Follow-up for payments by calls and emails, Generating Invoices (individual, DHA, GHQ), Issuing Quotations, Maintaining list of Liabilities, Handling of bill payments of Vendors.

CHILD EARLY INTERVENTION MEDICAL CENTER, DUBAI HEALTHCARE CITY, DUBAI

Assistant Accountant (2019 - 2021)

Responsible in handling day to day accounting transactions.

Software used: Quick Books

Preparing Invoices of clients, Posting vouchers, Issuing cost sheets/Quotations, Handling cash transactions (Pettycash) and Receiving payments from clients, Calculation of salary on hourly basis (of Therapists), Maintaining the records and Follow-up for payments by calls and emails, Reconciliation of bank statements, VAT Filing, Handling of bill payments of Vendors.

MANDAVI BUILDERS & DEVELOPERS, KARNATAKA, INDIA

Accountant (2016 - 2019)

Responsible in handling day to day accounting transactions.

Software used: Tally Erp 9

Maintain Daily Cash Transactions, Maintain salary and Labour register, Calculation of salary and labour payments, Enter posting of purchase, sales, payment & journal voucher and Verification of bills, Day to day cash & bank transactions, Sales & Purchase total reconciliation of accounts, GST & other government taxes calculation, Bank, Debtors & Creditors Reconciliation, Preparing outstanding list of Debtor & making Payment follow-up, Preparing of Tax invoices, Vouchers, Reconciliation of Bank Statement at the end of month, Maintain Balance sheet & profit & Loss.

JEE-LIT (INDIA) PVT LTD, KARNATAKA, INDIA (2012 - 2016)

Accounts Assistant, Sales Co-Ordinator, and Admin Assistant

Software used: Busy Business Accounting, posting of purchase, sales, payment, receipt & journal voucher, Verification of bills & reconciliation of Bank, Maintaining Day to day cash & bank transactions, Online banking system, Preparing outstanding list of Debtor & making Payment follow-up, Preparing of Tax invoices, Vat Return & other government taxes calculation, Issuing the 'C' Forms, Issuing Interstate and local purchase orders to the suppliers and also E-Sugam for interstate purchases, Maintain salary register. Responsible for day-to-day sales enquiries, Preparing Sales Quotations, answering the mails, phone calls and compose correspondence as needed, negotiating with vendors, transporters, Responsible for all documentations involved in purchase process, Coordinate with dispatch departments, Support to sales teams as required, Preparing all the data and other reports such as total purchase, stock. Performing general office duties and administrative tasks, preparing sales reports for presentation to management, Scheduled client appointments and maintained up-to-date confidential client files.

Reference

Furnished upon request

I understand that the particulars furnished above are correct and complete to the best of my knowledge.