



ALISTER CAMRON DINIZ

ACCOUNTS ASSISTANT

CONTACT

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- 1st Ward Colva, Ho. No. 26, Salcete Goa, 403708.
- Passport no: B6543306

EDUCATION

2011 - 2014
ROSARY COLLEGE OF COMMERCIAL AND ARTS

- Bachelor of Commerce
- Cost Accounting

2009 - 2011
ROSARY HIGHER SECONDARY SCHOOL

- Commerce

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Hardworking

LANGUAGES

- English
- Hindi
- Konkani

PROFILE

I am a hard-working, methodical and driven individual. I am able to demonstrate effective communication and organisational skills; work on my own initiative, both independently and within a team. I have the excellent ability to organise and prioritise my workload to achieve set goals and deadlines in the most efficient manner.

WORK EXPERIENCE

Reliance Builders 06/06/23 - PRESENT
Accounts Assistant

Handling all the outdoor Bank related work.
Issuing and making payments through cheques to the contractors.
Comparing quotations and placing orders as per the requirements of the engineers.

- Typing and corresponding

Virgin Voyages 04/09/22 - 22/03/2023
Hotel Utility

Worked as a Galley cleaner for 3 months.
Worked as a Housekeeping steward for 2 months in Public Guest Area.
Worked as a Assistant Crew Cabin Host (reliever) for 2 months.
Preparing beds and cabin during checkin and check out.

Costa Cruises 2018 - 2022
Room Service Attendant

- Preparing breakfast orders.
- Taking orders on telephone.
- Delivering the orders in the room as per the guests orders.
- Worked as a galley cleaner.

Fashion Big Bazaar 2015 - 2016
Cashier

- Scanning and billing the products
- Tallying the Till and POS machine.
- Handing over the cash to the Cashier Manager

E-Kart Logistics 2016 - 2017
Delivery Executive

Delivering door to door packages.
Tallying and handing over the cash and undelivered packages.