

Melissa Aurelia Misquith

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United Arab Emirates



Summary:

- Strong finance background combined with good communication skills
 - Ability to learn new concepts quickly, works under pressure, and communicate ideas clearly and effectively.
 - Well versed in computerized accounting software, such as ERP Microsoft Dynamics, Tally ERP 9, and Peachtree.
 - Ability to maintain confidentiality and work with least supervision.
 - Proficient in Microsoft Office Word, Excel and Power Point.
 - Trained in office work, well organized and system oriented.
 - Hardworking, highly organized, flexible and commits dedication to work.
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Education:

- Masters in Commerce (M.Com) from Mangalore University (June 2013 – May 2015)
 - Bachelors in Commerce (B.com) from St. Agnes College, Mangalore University, Karnataka (June 2010 –April 2013)
 - Pre – Degree College from St. Aloysius College, Karnataka (June 2008- March 2010) from Commerce Stream.
 - SSLC from St Ann’s High School Mangalore, India
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Career History:

1. Accountant, U-PAK FZE, Dubai (March 2018 – March 2022)

- Keep financial records and establish, maintain and balance various accounts with Microsoft Dynamics D365.
- Post journal entries and reconcile accounts, assists in preparation of trial balance of books and financial statements, maintain general ledgers.
- Calculate and prepare cheques or bank online transfers for payrolls, utility, and local/ International suppliers.
- Prepare and issue documents such as invoices, packing list, delivery notes, inventory reports, customer and supplier account statements using computerized accounting system
- Enter, verify and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, and bank statements
- Respond to customer inquiries and maintain good customer relations.
- Perform related duties such as preparing letters and maintaining files.
- Handling petty cash & pass journal entries.
- Post Credit Card entries in accounting system.
- Respond to telephone and written enquiries from staff and the general public regarding personnel matters
- Source and obtain price quotations from suppliers and prepare purchase orders for raw materials, fixed assets, and maintenance services
- Enter and verify invoices for items purchased and received

- Verifying Invoices and material received, reporting shortages of goods, follow up on credit notes.
- Assists in managing and following up on overseas purchases
- Assists in quarterly and annual inventory of stocks
- Maintain documents and records for ISO and conducts audit as an internal auditor
- Performing any other admin related work as required.

2. Accounts Executive, IBIS Hotel, Muscat (April 2017-December 2017)

- To prepare daily bank deposits of all cheques and cash, and to ensure all cash collections are deposited intact.
- To process cash and cheque deposits to bank as per policy.
- To prepare credit card Reconciliations on daily basis and match it to transactions in companies internal systems.
- Cheque preparation on daily and postdated basis.
- Handling of Debtors & Creditors of the Company.
- Avoiding outstanding expenses and managing petty cash.
- To prepare Daily General Cashier report by entering the days detailed cash collections and all other terms of payments received, and attach acknowledge copy of Bank Deposit slips.
- To count cash (Local and Foreign currency) cheque and Bank transfers and verify them to cashier's remittance report details.
- To send email to foreign exchange Company to arrange the exchange of foreign currency received from Cashier's remittance envelopes.
- To Add/Delete employees in Medical Insurance Policy.
- To arrange and book tickets for staff (Resignation/Termination/ Annual Leave /Sales Trip).

3. Accounts Executive, D'Souza Caterers, Mangalore, India (June 2015-March 2017)

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Maintain the general ledger operations.
- Develop and maintain financial accounting systems for accounts payable and accounts receivable.
- Maintain track records of company's expenses.
- Maintain Books of Accounts i.e. .Purchases, Sales and Payments.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Handling petty cash and cash transactions of the company.
- Develop an orderly accounting filing system.

Personal Information:

Name	: Melissa Aurelia Misquith
Father's Name	: Henry Misquith
Date of Birth	: 19th January 1993
Sex	: Female
Age	: 28 Years
Marital Status	: Single
Religion	: Christian
Nationality	: Indian

Declaration:

I hereby declare that the information furnished above is true to best of my knowledge.
Place: Dubai