

AVINASH FREDON D'SOUZA



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OBJECTIVE

Obtain a challenging position and have the opportunity to work with professional, enthusiastic individuals who strive for excellence and growth of a reputable company that welcomes creativity.

CAREER HISTORY: - 7 years of Experience as an Admin & Asst. Accountant Cum Procurement.

SKILLS

Computer Skills: Microsoft Word Office, Excel, Power Point, ERP Tally, Focus software.

Other Skills:

- ❖ Excellent interpersonal as well as communication skills.
- ❖ Goal oriented and dedicated towards the work & organization.
- ❖ Trustworthy with good sense of responsibility.
- ❖ Disciplined & good team worker.

QUALIFICATIONS:

<u>Qualifications</u>	<u>School/College</u>	<u>Percentage</u>	<u>Pass out Year</u>
S.S.L.C	St. Joseph Joyland High School	67%	2008
P.U.C	St. Aloysious P.U. College	70%	2010
B.Com	St. Aloysious College (Autonomous)	60%	2010-2013

WORK EXPERIENCE

1. AKD Elect. Switchgear Assembly LLC – Sharjah U.A.E (2015- Till Date)

Designation → Admin & Asst. Accountant Cum Procurement

- **Procurement** – Sending enquiries and getting quotations from the suppliers, negotiating and finalizing the suitable prices.
- Preparing LPO's & finalizing the orders and arranging the materials from the suppliers.
- Quick check with the stores and providing the required materials (as an alternate used to handle the store whenever it was required).
- **Admin** – Handling all the paper works, Taking care of office staff documents.
- Taking care of all the company documents & processing its renewals.
- Looking after the company's bills and payments and doing the needful on right time and date.
- Arranging for meetings and presentations and taking good care of company's other needs.
- Maintaining good customer relationship with clients and external parties through emails and calls.
- **Asst. Accountant** – Handling accounts payable & receivable.
- Updating the entries and preparing the vouchers.
- Preparing the invoices & updating the entries of it.
- Preparing the statement of account & following up for payments.
- Maintaining petty cash and day book ledger, sales register & purchase register.
- Filing of monthly VAT return to commercial tax department.
- Checking attendance & preparing salary for the staff through WPS.
- Preparing cost and expenditure statements and reconciliation of accounts & preparing Monthly reports.

2. Weizmann Forex LTD –Mangalore (2013 - 2014)

Designation → Sales Executive

- Handling the customers of Western Union Cash Transactions.
- Handling Foreign Currencies and Cash Transactions.
- Quoting rates for banks and corporate.
- Traveling to other states to purchase and sell the foreign currencies as per company's guide lines.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

PERSONAL DETAILS

Date of Birth : 9th June 1992
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi, Kannada, Konkani and Tulu
Passport No : L9071709
Driving License : Light Vehicle No. 3 (C.O.I – Sharjah U.A.E)

ACHIVEMENTS

- Participated in inter-college Power Point Presentation.
- Participated in State & National Level Dance Competition.

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Avinash Fredon D'Souza

Date