

Joyson Delson Dsouza

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Professional Summary

Motivated Audit Assistant trained in field of statutory and internal audits highly effective at project coordination, inventory control and documentation. Experienced Accountant proficient in the laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in a methodical and organized fashion. Seeking a challenging, growth-oriented position where field expertise, resourcefulness and diligence can make a positive impact on business operations.

Professional Experience

ACCOUNTANT 03/2020 to 11/2021, 01/2018 to 12/2018

King's Chess Academy, Mangaluru - Mangaluru, KA

- Completed daily cash functions like account tracking, budgeting, all types of cash and banking reconciliations with accuracy.
- Computed taxes owed by applying prescribed rates, laws and regulations.
- Created periodic reports comparing budgeted costs to actual costs.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Managed entire accounting cycle through completion, including gathering information, preparing documents, finalizing reports and closing books.

ACCOUNTS PAYABLE ASSISTANT | 29/01/2019 to 30/01/2020

Lever Building Materials LLC - Dubai, UAE

- Monthly reconciliation of A/R, A/P and Bank reconciliation.
- Working on Sage ERP for ask modules such as Accounts Payable, Accounts Receivable, Purchase, Sales, Cash and Inventory Modules
- Assisting in preparing final accounts for audit.
- Preparing client invoices and ageing reports.
- Controlling debtors and creditors and preparing debtors and creditors outstanding list and reporting the same to the management.
- Processing of Import L/C.
- Corresponding with the suppliers and banks for assessing amendment of L/C and other issues.
- Monthly supplier payments, payroll preparation for the group and other statutory payments.
- Formulating Sub Contractor payment certificates.
- Monthly distribution of partners' profit.

ARTICLE CUM AUDIT ASSISTANT | 05/2014 to 12/2017
CA Sujaya Alva - Mangalore, Karnataka

- Created financial reports and supported all areas of responsibility
- Verification of assets and liabilities by comparing items to documentation
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- Performed process analysis, and communicated recommendations to management.
- Processed journal entries and performed accounting corrections to ensure accurate records.
- Completed a forensic audit which involved embezzlement of cash to the tune of 16 million

Education

UNIVERSITY COLLEGE, MANGALORE <i>B. Com, June 2014</i>	78.40%
ST. ALOYSIUS PU COLLEGE, MANGALORE <i>Pre-University exam, 2011</i>	91.67%
CASCIA HIGH SCHOOL, MANGALORE <i>SSLC exam, 2009</i>	86.40%

Additional Skills

- Knowledge of Microsoft Office Applications, Tally ERP, Sage 300.
- Excellent communication skills and ability to present complex information in an easy to understand format.