



FELCIA ALPHONSO

Accountant Cum Admin

About Me

To work in a highly motivating and dynamic organization. I can utilize best of my talent and skills for the success and growth of the organization and provide a gateway for my higher career prospects.



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Burdubai, Dubai, UAE.

LANGUAGE

- English
- Hindi
- Kannada, Konkani, Tulu

SKILLS SUMMARY

- Management Skills
- Ability to meet deadlines
- Microsoft EXCEL
- Microsoft WORD
- Tally ERP
- Tax Returns (FTA Portal)

PERSONAL INFO

- D.O.B : 04-10-1996
- Nationality : Indian

WORK EXPERIENCE

Accountant Cum Admin (Feb-2023 to present) **SAK Green Technical Services LLC, Dubai, UAE.**

- Preparing Quotations, Local Purchase Order, Delivery Orders and Tax Invoices in timely manner.
- Monitor Accounts payables and receivables.
- Follow-up on outstanding payments and assist with paymnet collections.
- Manage day to day petty cash transactions.
- Ensure timely processing of employee payroll and maintain confidentiality.
- Prepare and file Tax Returns as per FTA guidelines.
- Maintaining customer confidence & proctects operations by keeping financial information confidential.
- Assist in recruitment process including job postings, resume screening and scheduling interviews.
- Coordinate activites like new hires including paper work and documentations.
- Order & maintain office supplies and equipments.
- Greet and assist visitors, answering phone calls and mails.

Assistant Accountant (Nov-2021 to Dec-2022) **St. Milagres Credit Souhardha Co-operative LTD. INDIA.**

- Analyzing various books of accounts.
- Reconciliation of bank and cash books.
- Preparing the reports and assisting the administrtion in tasks.
- Handling financial transactions and funds deposited in current account of agent bank.
- Processing and accepting the deposits of loan payments from the bank customers.
- Assisting with audits, facts checks and resolving decrepancies.

EDUCATION

- **Master of Commmerce (M.COM) - 78%**
Mangalore University
- **Bachelor of Commerce (B.COM) - 74%**
Manglore University.