



# Alwina Veena Dias

## Career Objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

## Experience

### **1<sup>st</sup> Jan 2020 to 28<sup>th</sup> Feb 2021**

• PHOENIX CONSULTANCY, Karkala, India as 'Office Admin and Accounts Executive'

- Selecting and proposing best policy to customers.
- Encouraging clients to invest in Insurance.
- Premium calculation and collection.
- Sending premium reminders to customers.
- Making receipts.
- Cash Handling & Bank Dealing.
- Providing Services to customers related to Insurance.
- Major role of back office functioning.

### **15<sup>th</sup> Jan 2013 to 15<sup>th</sup> Mar 2015**

• SAMRUDDHI CO-OPERATIVE BANK, Karkala, India as 'Accounts Executive'

- Banking service to small vendors, encouraging savings by regular savings and providing loan for expansion of business.
- Major Responsibilities:
- Cash Handling.
- Staff records Maintain.
- To ensure all filing is done in a timely and accurate manner.
- Major role of back office functioning

### **8<sup>th</sup> Aug 2012 to 31<sup>st</sup> Dec 2013**

• MANDAVI BUILDERS AND DEVELOPERS, Udupi, India as Accounts Executive

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- Preparation of Receipts of Cash / Cheques.
  - Cash Handling & Bank dealing.
  - Review of all invoices for accurate billing before being sent to the customer.
  - Prepare cheques for payment.
  - Entering details of Receipts in the Collection Book on a daily basis.
  - Passing day to day accounting entries.
  - Staff records Maintain.
  - Salary distribution.
  - To ensure all filing is done in a timely and accurate manner.
  - Major role of back office functioning.
  - Preparing Statement, Collecting Payments from customers.
  - Dealing in Accounting Matters of customers.

### Education

- Alva's Institute of engineering and technology, Mijar, Mangalore, Karnataka  
MBA(Finance) 63%  
2012
- Sri Bhuvanendra College, Karkala Taluk, Udupi District  
BBM 69%  
2010
- Sri Bhuvanendra College, Karkala Taluk, Udupi District  
PUC 80%  
2007
- Christ king English Medium School, Karkala Taluk, Udupi District  
SSLC 71%  
2005

### Technical Skills

- MS Word, Power Point, Outlook Express, Tally ERP 9, Excel and Advanced Excel

### Personal Profile

Date of Birth : 13/02/1990  
Gender : Female  
Nationality : Indian  
Marital Status : Married  
Hobby : Reading Books, Travelling, Browsing Internet  
Languages Known : English, Hindi, Kannada, Tulu and Konkani