

Clinton Dantas

ASSISTANT ACCOUNTS EXECUTIVE
AND CASHIER

Details

Riffa
Bahrain
097 36342662
clinton.dantasspp@gmail.com

NATIONALITY

Indian

DRIVING LICENSE

Indian

DATE / PLACE OF BIRTH

12 April 2001

Goa, Indian

Skills

Microsoft 365 office

Tally prime ERP9

Ezee PMS Hotel Software

Petpooja POS Software

IDS-Next HM Software

Profile

Experienced Assistant executive accountant and cashier with a successful track record at Highland Beach Resort with a work experience of more than 1 year, delivering expertise in complex problem solving, customer service, time management, and business development. Adept at public speaking and project management, with a Bachelor of Commerce from St Xavier's College Mapusa. Skilled in tally prime, Microsoft Excel, Word, and PowerPoint, along with strong communication and teamwork abilities. Committed to delivering high-quality results and seeking to leverage my skills in a forward-thinking and a dynamic organization.

Employment History

Assistant Accounts executive and cashier, Highland Beach Resort , Candolim

JUNE 2022 – JUNE 2023

As an Assistant Accounts executive and cashier at Highland Beach Resort, I handled various accounting and cashier responsibilities to ensure smooth financial operations. This included managing financial transactions, overseeing cash flow, and preparing financial reports. I also provided excellent customer service and ensured accuracy in all financial transactions.

I also managed one Restaurant in the resort for few months.

My role in the restaurant was making duty roaster, preparing daily menu, maintaining inventory books, briefing, directing and managing the staff. I managed buffet breakfast, lunch dinners as well as high-tea and cocktail parties. I also have knowledge of front office, housekeeping and store keeping.

Education

Bachelor of Commerce, St Xavier's College Mapusa Goa , Mapusa

JUNE 2022

Graduated with 78.83% with a GPA of 9.17/10

Grade: A+

Deploma in Computer Application , BALCHANDRA TECHNOLOGY

JANUARY 2024

Grade: A