



RESUME

Avid Simon D'souza

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Career Objective:

Seeking for challenging opportunities in an organization where I can contribute best of my skills & also enhance and develop my knowledge by learning latest paradigm and process.

Education Qualification:

| Course | College/School | Year of Passing |
|------------------|--|-----------------|
| B.Com | St. Aloysius College (Autonomous), Mangalore | 2011 |
| 12th | St Aloysius PU College, Mangalore | 2008 |
| 10 th | Indian School, Bahrain | 2006 |

Experience:

- Worked as a Junior Accountant and Inventory Controller for Tech Tools Industrial Supplies Co. W.L.L. from June 2011 to February 2013.
 - Accounts Receivables
 - Accounts Payables
 - Document Control
 - Administration
 - Prepare reports for audit
 - Payroll preparation
- Worked as an Accountant and Property Manager for Kazerooni Contracting from March 2013 to November 2014.
 - Accounts Receivables
 - Accounts Payables
 - Property and Vehicle Insurance
 - Property Management
 - Basic IT Troubleshooting
 - Invoicing
 - Bank Reconciliation

- Identifying issues to report to management
 - Setting budgets and scheduling audits
- Worked as a Business Development Manager in D M Ads from December 2014 to April 2017.
 - Preparation of quotations
 - Preparation of Invoices
 - After sales service
 - Managing personnel at sites
 - Coordination of sales and production
 - Negotiate sales and close key deals
 - Develop relationship with clients
- Worked as a Relationship Executive at Fakhro Transport Co. from April 2017 to November 2019.
 - Managing Sales
 - Preparation of quotations
 - Strategic Marketing
 - Execution of territory plans
 - Managing numerous accounts
 - Ensuring customer satisfaction
 - Responding to online enquiries
- Worked as a Sales Executive at Bahrain Media Services from January 2020 to April 2020.
 - Managing Sales
 - Preparation of quotations
 - Strategic Marketing
 - Execution of territory plans
 - Managing numerous accounts
 - Ensuring customer satisfaction

Technical Skills:

- Microsoft Windows.
- MS Office Suite.
- Peachtree Accounting Software.
- Diamond Accounting Software.

STRENGTHS :

- Good Communication Skills.
- Good management and organizational skills.
- Being flexible according to situations.
- Ability to learn new things.
- Ability to lead a team.
- Strong Inventory Control techniques.

Personal Details:

| | |
|--------------------------|--|
| Gender | : Male |
| D.O.B. | : 29th June 1991 |
| Languages Known | : English, Hindi and Konkani |
| Marital Status | : Single |
| Permanent Address | : S/o Albert Gabriel D'souza, Flat 101, Pyramid Heights, Badlagudda Padil, Mangalore-575007. |
| Present Address | : Flat 21, Bldg 1242, Road 621, Manama, Ras Ruman, Block 306, Kingdom of Bahrain |
| Contact | : 34369225 |
| Email id | : avid_dsouza@yahoo.com |
| Driving License | : Yes |

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Yours Faithfully

Date:

Place: Bahrain

(Avid Simon D'souza)