

# RESUME



Leonard Ansun DSouza

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## **Career Objective:**

I look forward to be a professional in an organization, to build a career in the field of financial accounting, co-ordination, utilize my skill, knowledge & ability in a challenging environment in the best possible manner benefiting the up growing of the organization.

## **Personal Credentials:**

- Bachelors Degree of Commerce from Mangalore University.
- Good time management and work organizing skills, proactive and solutions oriented.
- Effective communicator possessing excellent presentation skills; capable of achieving time bound objectives using team leading skills.
- Able to work co-operatively as a part of larger unit.
- Ability to assimilate and retain information quickly.
- Noble, Outgoing and honest.
- Good interpersonal relations.

## **Work Experience:**

Firm: Nass Corporation (Bahrain)

Designation: Administrative Clerk

Period: Dec 2016 to Present.

- Responsible monthly group companies pay roll.
- New Employees registration and badge numbers.
- Checking/reviewing of journal vouchers for correctness and proper approval.
- Controlling of suppliers Credit Invoices.
- Prepare and Maintain Payroll and Attendance Calculation.
- Prepare and calculate the overtime reports of various divisions.
- Maintain an efficient filing system.
- Assisted in housing supplement advance, reimbursement forms, salary certificates and their approvals.
- Maintain the medical insurance application of new hires.
- Handling the leave management of employees.
- Assisted in Internal control audit.

Firm: JANARDHAN M R & CO

Designation: Internship

Period: Jan 2016 TO Nov 2016

- Practical experience of Accounting and working with Computers.

Firm : Harry Wilson Enterprises Pvt.Ltd

Designation : Accounts Assistant

Period : April 2012 to March 2013.

**Job Profile:**

Reconciling Finance accounts.

Maintaining spread sheets.

Credit Control.

Preparing Statutory accounts.

Cash allocation and Managing petty cash transactions.

Sales order processing.

Managing daily post in and out & Handling cheques.

Receiving and processing all invoices, expense forms and requests for payment.

Reconciliation of direct debit mandates.

**Technical Skills:**

Diploma in Computer Application

- Ms-Office - excellent knowledge of word and excel
- Financial accounting :Tally 9.ERP:Advanced Practical account
- Income Tax: Banking, Labour law.

**Personal Details:**

Date of Birth : 07-September-1989.

Gender : Male.

Nationality : Indian.

Languages Known : Arabic, English, Hindi, Kannada, Konkani & Tulu.

Marital Status : Single.

**Declaration:**

I hereby declare that the above furnished information is true to the best of my knowledge.

Place: Bahrain

Date:

Leonard Ansun D'Souza