

CURRICULAM VITAE

MRS. DAISY DAINA FERNANDES

SHARJAH, UAE

E-mail : daisydaina25@gmail.com

Mobile No : +971 521869474 / 971 567920806



OBJECTIVE:

To excel in the field of accounts and financial management with the acquired skills of customer care and sound academics, also to be able to contribute towards the success of the company, both as individual and as a team member.

PERSONAL PROFILE:

- Having **3 years** experience in Accounting field with organization in U.A.E. and **4 years** experienced in accounting field with reputed organization in India.
- Professionally qualified with Master of Business Administration.
- Experienced in handling accounting aspects.
- Maintaining office accounts, keeping daily records, petty cash book.
- Maintaining bill, handling cheques and cash receipts, preparing profit and loss account and balance sheet.
- An excellent team player who works well independently or a part of a team.
- Multi-tasking & work under pressure to meet deadlines.
- Well disciplined and hard working.
- Young, energetic & self-motivated. Team Player.

EDUCATIONAL QUALIFICATION

- ✚ **Master of Business Administration (MBA) in Finance & Operations**, Karnataka State Open University Mysore - 2014.
- ✚ **Bachelor of Business Management (B.B.M)**, Milagress Collage Kalyanpur Udupi Dist, under Mangalore University - 2011

MINI PROJECTS UNDERTAKEN :

- PROJECT TITLE: Portfolio management using single index number.
- PROJECT COMPANY: Karvy Stock Trading.

WORKING EXPERIENCE:

ACCOUNTANT

AL MUDHAFAR BLDG CONT LLC – Sharjah, UAE.

June 2018 up to present

- Maintain books of accounts from journal entries up to finalization.
- Handling cheques and other security items. And Managing petty cash and funds.
- Documents financial transactions by entering account information. Receiving and processing all invoices, expenses. Outstanding invoice follow-ups, banking transactions.
- Payroll accounting and disbursements of salary & other allowances to staff. Payroll processing through WPS.
- Processing leave and other relevant applications, and process final settlement of employees.
- Reconciliation of balances with banks, debtors and creditors on regular basis by analyzing account information.
- PDC Management, Reporting to account Manager on all accounting and finance matters.
- Preparation of payment by verifying documentation of transfer and cheques to suppliers and other creditors. & Good supplier relation.
- Prepares financial reports by collecting, analyzing and summarizing account information and trends.
- Finalization of balance sheet, Profit & loss account & other accounting reports.
- Other work with respect to accounting allotted from time to time.

ACCOUNTANT GENERAL

AMAAR GULF BLDG CONT LLC – Sharjah, UAE.

April 2016 to April 2018(2 years)

- Maintain books of accounts from journal entries up to finalization.
- Handling cash, cheques and other security items. Managing petty cash and funds.
- Payroll accounting and disbursements of salary & other allowances to staff. Payroll processing through WPS.
- Processing leave and other relevant applications, and process final settlement of employees.
- Reconciliation of balances with banks, debtors and creditors on regular basis. PDC Management.
- Receiving and processing all invoices, expenses. Outstanding invoice follow-ups, banking transactions.
- Preparation of payment of transfer and cheques to suppliers and other creditors. & Good supplier relation. LOC documentation.
- Finalization of balance sheet, Profit & loss account & other accounting.

ASSISTANT ACCOUNTANT

**Apna Holidays Travel Tours Pvt Ltd – UDUPI, India,
May 2012 to August 2014 and December 2014 to November 2015.**

- Managing Petty cash transactions.
- Handling and writing cheques, cash receipts and Debtors collections
- Maintaining office accounts.
- Receiving and processing all invoices, expenses.
- Preparation of financial statements.

OFFICE ACCOUNTANT

**Daijiworld Media Pvt. Ltd – UDUPI, India,
June 2011 to January 2012**

- Handling of day to day cash flow, Petty cash book, journal and ledger book.
- Maintaining bills
- Cash allocation
- Preparation of Profit and loss account and balance sheet.

COMPUTER QUALIFICATION

➤ Diploma in Computer Application: MS Excel, MS Word, MS Access, MS PowerPoint
Accounting Software:

- Tally 9.0 ERP
- Quick Books
- Peachtree Accounting

EXTRA –CURRICULAR ACTIVITIES:

- Holding a “Certificate of National Service Scheme” in Extra Curricular Activities
- Holding a certificate of “Yoga Vidya Advanced Pranic Healing Course in 2008”

PERSONAL PROFILE

Nationality	:	Indian
Date of Birth	:	25.08.1990
Marital Status	:	Married
Religion	:	Roman Catholic
Languages known	:	English, Hindi, Kannada, Konkani

Passport Details:

Passport Number	:	M0633600
Expiry date	:	06/08/2024

DECLARATION:

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

DAISY DAINA FERNANDES