

PRINITA MARIA PEREIRA

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Sharjah, UAE

**Objectives:**

To obtain a challenging position that complements my passion for learning new concepts and willing to pursue a career in the Industry. Seeking a position that would utilize my skills and experience that offers professional growth while undertaking increasing roles and responsibilities.

Education:**Institute of Cost and Work Accounting(ICWA):**

Appeared for the intermediate examination.

Master of Commerce (Mcom):

Completed Masters in commerce from Mangalore University, Mangalore, India during 2015-2017 with 61.2%.

Bachelor of Commerce(Bcom):

Graduated from Padua College of commerce and Management, Mangalore, India during 2011- 2014 with 84.84%.

Computer Skills:

- **E- Finance** (Tally ERP 9, Busy, Peach Tree, DacEasy):
Acquired certificate from Manipal Institute of Computer Education Mangalore, India in 2016.
- **Diploma In Office Automation(MS Word, Excel, Internet):**
Obtained certificate from Smitha Computer Education Mangalore, India in 2012.

Workshops:

Attended a two days State Level Workshop on EAT module of Public Financial Management System under the support of Ministry of Finance, Department of Expenditure, Controller General of Accounts, New Delhi held at SDM Ujire, Mangalore.

Work Experience:

AdminCumAccountsAssistant

School of Social Work, RoshniNilaya,
Valencia, Mangalore.

13th April 2018 to 10th January 2020

- Providing administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings and travel, filing, preparing and proofreading correspondence, reports and other documents as requested.
- Organizing budget, financial material and statistical records.
- Collection of admission and exam fees, preparing the receipts in software, maintaining the Daily fee Collection and Class wise fee collection Register, Calculation of fee returns of the Students.
- Post and process journal entries to ensure all business transactions are recorded.
- Actively involved in overall financial & accounting functions inclusive of maintaining the books of accounts, recording daily expenses, cash & bank entries.
- Maintaining up-to-date accounts billing system. Generate and send invoices in PFMS software. Follow up for collection and allocate payments. Carry out billing, collection and reporting activities according to specific deadlines.
- Maintaining accounts of various grants from UGC by preparing budget, applying for grants, submission of correspondence reports, preparing Accounting Statements and Utilization Certificate.
- Examining bank statements and reconciling them with general ledger entries.
- Preparing payments by verifying documentation and requesting disbursement.
- Summarizing current financial status by collecting information and preparing income and expenditure statement, balance sheet and other reports.
- Preparing and maintaining statement of College Stock and also the stock register of all the grants from UGC.

Administrative Assistant

Capitanio Primary School,
Mangalore, India

1st June 2016 to 31st March 2017

- Updating the files with relevant data.
- Maintaining office accounts such as salary of the staff and Provident Fund.
- Maintaining all the records of the staff.
- Issuing all types of Certificates namely Study Certificate, Conduct Certificate, Course Completion Certificates, Transfer Certificates and Marks card to the students.
- Maintaining the office records such as leave register, attendance register and Marks register.
- Updating the Nominal Roll of the students for the Academic year.
- Updating the students Admission details.
- Maintaining the scholarship accounts.
- Arranging appointments, meetings and circulating agendas.
- Typing all the Circulars/Notices of the Institution.

Strengths:

- Flexible and highly focused on setting and meeting goals and objectives of the organization
- Capacity to work under pressure and well balance of professional & personal life
- Good verbal and written communication skills
- Adaptable and flexible to any type of working condition
- People Management skills

Extra- curricular Activities:

- Member of Young Student movement (YSM) at St. Raymond's High School.
- Participated and won in essay competition school & college.
- Member of National Service Scheme (NSS) – Padua College of Commerce and Management.
- Attained distinction in PUC and Degree.

Personal Information:

Date of Birth	: 8 th March 1994
Gender	: Female
Marital Status	: Married
Husband's Name	: Melwin Dsouza
Nationality	: Indian
Language	: English, Hindi, Kannada, Konkani, Tulu
Interests	: Listening to music, Stamps and coins collection
Passport Details	: M0595681 (Valid from 06.08.2014 to 05.08.2024)
Visa Status	: Visiting Visa (27 th February 2020 to 25 th May 2020)

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