

# Royan Ivan D'souza

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## CAREER SUMMARY:

A well oriented and competent professional with hands on experience in managing the full spectrum of Accounting & Financial Management. Highly motivated individual with proven ability to handle multiple functions and activities.

## RECOGNITIONS:

- “**Outstanding Performance Award**” for the remarkable Performance **FY 2021**.
- “**Excellence Award**” for the Best Performance **FY 2020**.

## COMPETENCY

- |                         |                                  |                           |
|-------------------------|----------------------------------|---------------------------|
| • VAT & TAXES           | • Finance Strategy & Metrics     | • Budgeting & Forecasting |
| • Accounting Principles | • Accounts Payable & Receivables | • Inventory Management    |
| • Risk Assessment       | • Compensation Benefits          | • Legal Compliance        |

## PROFESSIONAL SYNOPSIS:

 **Fidu Property Real Estate Brokerage (Dubai)**  
**Senior Accountant – August 2021 till date**  
**Accountant - September 2018 – July 2021**  
(Reporting to CEO & COO)



**FIDU PROPERTIES**  
菲 | 度 | 房 | 地 | 产  
CHINA - DUBAI

## **Job Responsibilities:**

- Managing the Accounting financial by Forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Responsibility for ensuring the accuracy of all VAT related returns & dealing with queries from tax authorities on a regular basis.
- Responsible for the preparation, filing, payment & review of VAT related returns for all the entities.
- Achieved accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; completing audits; identifying trends; determining system improvements; implementing change.
- Managing the Anti-Money Laundering (AML) compliance requirement to ensure to stop any possibilities of laundering of illicit money as per the regulations of Ministry of Economy, UAE.
- Managing the financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing reports.
- Maintained the accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
- Researching and interpreting accounting policy; applying observations and recommendations to operational issues.
- Maintaining financial security by establishing internal & External audit controls.
- Protects organization's value by keeping information confidential.

- Performing the day-to-day processing of financial transactions to ensure that multiple finances are maintained in an effective, up to date and accurate manner.
- Interact with suppliers and customers & Prepare their Proforma Invoice and system Invoices.
- Prepare Accounts in Tally & Financial Software, preparing accounting statements, Reconciliation of Entries, Managing petty cash, Monthly salary statements, Foreign Contribution Accounts, Land Records and Documents, etc.
- Preparing for Annual meetings – preparing agenda, resolutions, preparing documents for the Annual General Body Meeting and the Society's registration renewal, Bank deposits, general ledger postings and statements.
- Prepare bank deposits general ledger postings and statements.



**M/S CETATI, Bangalore, India**  
**ACCOUNTS MANAGER**  
**February 2012 till June 2018**



**M/S NITHYADHAR TRADERS, Mangalore, India**  
**ACCOUNTANT**  
**MARCH 2007 till FEBRUARY 2012**

- Manage Financial Transactions, Investments, TDS payment and filing, Foreign Contribution Annual Filing, PF Payment, Profession Tax Payment, Employees State Insurance, etc
- Reconciles transactions, financial data, and other information in tally accounting system.
- Finding competitive price of raw materials to purchase & allotting finances for procurement of raw materials.
- Summarizing previous return on Capital & Recurring expenditure & allotting new finances.
- Manage employee salary through discussion with HR, Marketing & Execution departments.
- Manage the extent of working capital required for the execution of each interior contract.
- Supervising the team of accountants in preparing invoices, passing journal entries, maintaining ledgers, account receivables & payables & calculation of taxes.
- Releasing the payment of vendors & maintain the expenditure of each interior contract.
- Deciding & releasing finances for purchase of assets such as furniture, computers etc.

#### **TECHNOLOGIES:**

- Tally ERP 9
- Oracle NetSuite
- CRM
- Microsoft Advance

#### **ACADEMIC:**

- **Bachelor of Business Administration (BBM)** in Financial Management from Mangalore University.

#### **PERSONAL DETAILS:**

Date of Birth : 10<sup>th</sup> January 1986  
 Marital Status : Single  
**Visa Type : Employment**  
 Nationality : Indian  
 Languages Known : English, Hindi, Kannada, Tulu and Konkani  
 References : Will be provided on request