

VINITHA NISHMITHA D'MELLO

Dubai, UAE • +971521412867 • vinithadmello93@gmail.com

CAREER OBJECTIVE

Looking for a challenging career in Finance & Accounting where my hard work, skills, experience and education can be optimally utilized. My desire for perfection never stops. Aiming for greater challenge and personal achievement is always my priority. I want to share my knowledge and experience to a growing company and help them to achieve excellence. I am looking forward to join your esteemed firm and help to achieve your goal as a leading company in the world.



MAJOR EXPERTISE

- ❖ Good verbal and written communication skills.
- ❖ Excellent attention to detail.
- ❖ The ability to maintain clear and accurate financial records.
- ❖ Reasonable word processing skills.
- ❖ A genuine interest in finance.
- ❖ Good administrative skills.
- ❖ Good knowledge of ERP software, Microsoft excel, word and outlook.
- ❖ Good Interpersonal skills, energetic and motivating team player.

QUALIFICATION

- ❖ BACHELORS OF COMMERCE with Distinction from Dr. NSAM first grade college Nitte, Mangalore University-India (2013).
- ❖ Completed intermediate in ICWAI and pursuing final.

PROFESSIONAL EXPERIENCE

LUCKY RECYCLING LTD

Working as a **Assistant Accountant** in Lucky Recycling LTD, from Nov 2019 to till date.

COMPANY PROFILE

The Lucky Group today is a family owned and operated multinational-corporation encompassing and offering vital scrap metal contributions such as copper, brass, aluminum, stainless steel, ferrous and rubber tubes to several industries around the world. Which is started in the year 1973.

JOB DESCRIPTION

- ❖ Handling accounts receivable and payable Functions.
- ❖ Preparing PIN for Invoices.
- ❖ Following ups for the pending payments with buyers through mail.
- ❖ Checking cash summary on daily basis.
- ❖ Handling cash transactions.
- ❖ Reconciliation of vendor's statement of accounts and processing their payments through cheques and TT with agreed payment terms.
- ❖ Enter cash and bank receipt on a daily basis in accounting software.
- ❖ To maintain day to day operations of the accounts department.
- ❖ Reporting all the accounting activities to finance manager on daily basis.
- ❖ Supporting the finance Manger in VAT filing and assisting on annual audit.
- ❖ Inter-company transactions including foreign currency accounting.
- ❖ Responsible for receiving and paying monthly utility bills (i.e.: -DEWA / ETISALAT / DU / RTA renewal and fines).

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ROYAL ARABIAN DESTINATION MANAGEMENT

Working as a **Account executive cum Cashier** in Royal Arabian Destination management, from May 2016 to September 2019.

COMPANY PROFILE

Royal Arabian Destination Management, established in 2004 is a leading Destination Management Company delivering an array of exemplary Leisure (FITs & Groups) and MICE solutions in Dubai and UAE.

JOB DESCRIPTION

- ❖ Handling accounts receivable and payable Functions
- ❖ Reconciliation of vendor's statement of accounts and processing their payments through cheques and TT with agreed payment terms
- ❖ Monthly expense variance analysis
- ❖ Enter cash and bank receipt on a daily basis in accounting software
- ❖ To maintain day to day operations of the accounts department
- ❖ Reporting all the accounting activities to finance manager on daily basis.
- ❖ Supporting the finance Manger in VAT filing and assisting on annual audit.
- ❖ Inter-company transactions including foreign currency accounting
- ❖ Interface with management in various departments, including sales, operations, admin, HR, IT and other group departments.
- ❖ Maintaining proper record of financial transactions by entering account information into the accounting system.
- ❖ Answering guides/suppliers /admin / logistic staff queries on daily basis.
- ❖ Handling, preparing petty cash voucher and coordinate in petty cash activities for the company
- ❖ Prepare and submit weekly/monthly reports to the finance manger
- ❖ Supporting senior accountant in the preparation of monthly/yearly closings reports.
- ❖ Responsible for receiving and paying monthly utility bills (i.e.: -DEWA / ETISALAT / DU / RTA renewal and fines)
- ❖ Handling and booking of tickets for various tourist places (i.e., Dubai Parks, IMG world, Global Village, Atlantis etc.) in UAE as per the request received by the concerned departments on daily basis

NBS & COMPANY – MUMBAI (INDIA)

Worked as an **Audit Assistant** in NBS & COMPANY – MUMBAI, from November 2015 to January 2016.

COMPANY PROFILE

NBS & Company is one of the known Audit firm in Mumbai- India

JOB DESCRIPTION

- ❖ Support to senior professionals to review a corporations internal controls and procedures.
- ❖ Analyze and evaluate the accuracy of accounting systems and procedures.
- ❖ Check and inspect the accuracy of accounts receivable and payable ledgers.
- ❖ Ensure compliance with local, national and federal audit policies and regulations.
- ❖ Prepare audit paperwork in accordance with standards and requirements.
- ❖ Establish working relationships with company's staff, business partners and clients.

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PERSONAL INFORMATION

Date of birth : 13 – January - 1993
Passport No : J7065067
Nationality : Indian
Proficiency in languages : Fluent in English, Hindi, Kannada, Konkani and Tulu
Visa status : Employment
Reference : Furnished upon request