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**Current location: Sharjah-U.A.E**  
**Visa type: Employment Visa**  
**(Can join immediately)**

**PERSONAL DETAILS**

**Nationality - Indian**  
**DOB - 22/05/1994**  
**Marital Status - Single**  
**Religion - Christian**  
**Passport No - M6110898**

**CORE COMPETENCIES**

**Financial Analysis**  
**Financial Reporting (including MIS)**  
**Book Keeping and Accounting**  
**Financial Management**  
**Account Finalization**  
**Working Capital Management**  
**Financial Planning and Budgeting**  
**Budget & Variance Analysis**  
**Analytical Skills**  
**Credit Control & Receivable Management**  
**VAT Audit**  
**External/Statutory Audits**

**AREA OF INTEREST**

- **Finance**
- **Accounts**
- **Sales Coordinator**

**Career objective:**

Seeking a challenging professional opportunity where I will be able to utilize my skills, knowledge, and capabilities for the benefit of organization and where career advancement is always an ever blooming possibility.

**Work Experience:**

**Company: SHARJAH NATIONAL LUBE OIL COMPANY L.L.C**  
**Designation: Accountant & Finance cum Sales coordinator**  
**Duration: February 2019 – till present.**

**Key Responsibilities:**

- **Preparing financial documents such as invoices, bills, and accounts payable and receivable.**
- **Coordinating internal and external audits.**
- **Preparing day to day bank reconciliation reports regarding all cash deposits to the bank.**
- **Completing financial reports on a regular basis and providing information to the finance team.**
- **Reconcile and rectify all ledger accounts belonging to customers & suppliers.**
- **Entering financial information into appropriate software programs.**
- **Processing business expenses and Posting daily receipts.**
- **Verifying balances in account books and rectifying discrepancies.**
- **Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements.**
- **Reporting on debtors and creditors.**
- **Encoding accounting entries for data processing.**
- **Sorting financial documents and posting them to the proper accounts.**
- **Booking RCM Entry in the orion system.**
- **Booking petty cash expenses in orion system.**
- **Preparing SOA for customers and sending for Accounts receivable.**
- **Posting nonstock expenses in the orion system.**
- **Preparing journal vouchers entry for non-recoverable VAT expenses.**
- **Verification of various registers maintained in accounts section.**
- **Maintain HR records, such as those related to compensation, health, and medical insurance.**
- **Monitoring Petty cash daily basis and Verifying Petty Cash Report on regular intervals and submitting management for reimbursement approval.**
- **Maintained confidentiality of employee information**
- **Maintain confidentiality and security of company and employee documents at all time.**
- **Verification of Local Purchase Order.**
- **Managing monthly budgeting tasks**
- **Managing company ledgers**
- **Assisting seniors for VAT audit.**
- **Performing supplier and client’s reconciliation.**
- **Work with team to prepare for audits and auditors with smooth completion.**
- **Checking Oracle systems for suppliers & customer’s receivable & payable report.**
- **Follow up for the new orders**
- **Entering orders in the Orion system**
- **Follow up with production department for the goods readiness**
- **Arrange loading with dispatch department**
- **Prepare Invoice/DO and other shipping documents**
- **Payment follow up**
- **Submit documents for VAT filing.**

## LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Konkani
- Tulu

**Organization:** CA Ramesh Rao & Associates  
**Location:** Chartered Accountant Firm at Karkala – Karnataka, India  
**Period:** April 2015 to March 2018 (3 Years)  
**Designation:** Article Assistance

### **Key Responsibilities:**

- Devote a time in statutory audit
- Finalization of Tax Audit Reports
- Accounts & Balance Sheet compilation of various Companies, Proprietorship, Firms.
- Assistant in Tax Audit of Various Proprietorship Business.
- Working Service Tax as applying for Registration and Filing Service Tax returns for various clients.
- Accounting for various Proprietorship Business
- Knowledge of Accounting and Bank Reconciliation Statements
- Knowledge of Internal Audit, Vat Audit.
- Experience in Partnership Firm Audit, Credit Co. Op Society Audit.
- Knowledge of Accounts Payables & Accounts Receivables.
- Keeping the track of Income Tax/TDS Records.
- Preparing Bank Reconciliation Statements.
- Handling and Supervision of day to day record keeping & Accounting.

### **Qualification:**

- ❖ **CA – Article Audit Assistant**  
CA Ramesh Rao & Associates (ICAI)  
Karkala Taluk, Udipi District, Karnataka – India
- ❖ **B.com**  
Sri Bhuvanendra College  
(Mangalore University)  
Karkala Taluk, Udipi District, Karnataka – India (Year of Passing: 2014)
- ❖ **PUC (Commerce)**  
Sri Bhuvanendra College, Karkala  
(Pre-university Education Board)  
Karkala Taluk, Udipi District, Karnataka – India (Year of Passing: 2011)
- ❖ **SSLC**  
S.N.V High School, Karkala  
(Karnataka Secondary Education Board)  
Karkala Taluk, Udipi District, Karnataka – India (Year of Passing: 2008)

### **Trainings Attended:**

- Attended 15 days' course on GMCS-1 Course Organised by Mangalore Branch of SIRC of ICAI.
- Attended the National Level Conclave for CA students hosted by ICAI.
- Attended National Level Convention hosted by ICAI.
- Attended the 35 Hours Orientation Programme Organized by ICAI.
- Attended the 100 Hours Information Technology organized by ICAI.

**Computer Literacy:**

- Proficient Working knowledge of MS Office and Various Customized Accounting Software.
- Completed 100 hrs. Advance Information Technology Training Course prescribed by ICAI.
- Completed Orientation Program held by ICAI.
- Tally ERP 9 and other accounting Software.

**Key Skills:**

- Positive attitude
- Ability to maintain excellent inter-personal relations at all levels.
- Maintains accuracy under pressure.
- Self-motivated & Quick Learning Abilities
- Audit Skill
- Leadership skills and ability to work as part of a team.

**Declaration:**

I hereby declare that, the above particulars are true to best of my knowledge and I assure you that I will work in right earnest.

*Rineta Sonal Pinto*