



JOAQUIM D'SOUZA

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Objective

Senior/Middle level assignments in Finance / Accounts / Commercial Affairs with a high growth oriented organization and seeking a challenging career within the Company.

Professional Synopsis

- A dynamic Professional with over **17 years of experience** in Finance & Accounts in UAE & India.
- Professionally qualified with **Master in Management Studies** – Finance (**MMS**) & also a **Master in Commerce** - Cost Works and Accounting (**M.Com**).
- Proficient in **Tally, Trade 2000, Orison** & MS Office Applications.
- Sound experience in financial procedures and building internal financial controls for profit monitoring, working capital & asset management.
- Experience in managing a wide spectrum of finance & accounts activities encompassing finalization of accounts, internal & statutory audits.
- Possess exceptional team spirit thereby helping in easy achievement of organizational & personal goals.
- An effective communicator with excellent relationship building & interpersonal skills.
- Proven ability to manage multiple tasks efficiently & accurately under pressure while meeting tight deadline schedules.
- Possess excellent analytical, management, administration & problem solving skills.

Areas of Expertise

- Handling, budgeting and cost monitoring for various departments.
- Maintaining statutory books of accounts viz, journal, ledger, cash book, bank reconciliation and subsidiaries in compliance with time & accuracy norms.
- Presenting a true and fair view of the financial position of the company by preparing financial statements viz, P & L account, balance sheet and annual reports.
- Fund Sourcing from banks and financial institute at favourable rates and monitoring the inflow and outflow of funds.
- Coordination, liaising and negotiation in commercial and administrative operations.

Employment History

- **Finance Manager** - M/s. Al Salam Private School, Dubai-UAE (From August 2013 to May 2016).
- **Finance Controller** - M/s. Albanna Electromechanical (**M/s Albanna Group**), Dubai, UAE (From April 2006 to July 2013).
- **Account Manager** – (From April, 1999 to Feb 2006) M/s Traxvision India, Pune, India.
- **Account Assistance** – (From October, 1998 to April 1999) M/s Traxdata Indian Pvt. Ltd, Pune, India.

Commented [MM1]: The first thing an employer will set eyes on is the presentation of your CV. Looks do matter significantly, and can be the deciding factor in shortlisting the CV to a large extent. The layout of the CV can be improved. I see the spacing is not used well, the information provided is scattered too far apart, the bullet style keeps varying, and the text is also not aligned at places. A clean CV that properly formatted will make a world of difference/layout improvement.

Commented [O2R1]:

Job Profile

- Remain a main point of contact for finance & accounts related issues.
- Maintain & provide financial analysis.
- Preparing financial statements; present the same to management.
- Preparation of Trial Balance and Profit & Loss Accounts finalization of accounts, supervise the whole range of Accounts Payable, Receivable, Budget Preparation, Projections & MIS Reports.
- Preparation of Payroll, maintaining annual leave calendar of all the employees thereby having a track of benefits & compensation.
- Understanding of local laws and ability to tackle and manage matters related to it.
- Liaison with the local auditors for statutory audit; implement recommendations if any take corrective action wherever required.
- Ensure that all accounting practice is in line with Company Procedures & International Accounting Standards.
- Monthly analyses of all main accounts – receivable and payables and future cash flows etc. with a view to finalize the monthly accounts.
- Coordination with bank for requirements like guarantees, remittances, investments, overdrafts, at favorable rates.
- Designing an efficient collection program with follow-up; meeting and resolving payment issues with parents.
- Coordination, liaising and negotiation with suppliers with credit period and terms of supply.
- Ensure effective fixed assets & inventory control is applied and continuous development & improvement of the procedures within the finance department.

IT Proficiency:

Computerized Accounting : Tally, Trade 2000 & School Orison
Application : MS-Office
O/S : Windows 7, XP & Vista
Capable of grasping, understanding & handling any kind of accounting software package

Education:

Master in Commerce (Cost Works and Accounting) Pune University 2002-04.
Master in Management Studies (Finance) Pune Neville Wadia 2000-01.
Diploma Business Management (DBM) Pune Neville Wadia 1998 - 2000.
Diploma Financial Management Chennai 1998-1999.
Certified Financial Consultant - Investments Consultant HDFC Life

Personal Data:

Marital Status : Married
Date of Birth : 11th March 1975
Visa Status : Employment (Transferable)
Nationality : Indian
Language Known : English, Hindi & Konkani
Driving License : Holding a Valid UAE License

Commented [MM3]: The information listed is very task-based, as opposed to results-based. You are telling us what you did, instead of the value of your accomplishments. Hiring managers want to see your accomplishments in a specific and measurable way. You need to be more aggressive in proving how you've made a difference.

Commented [MM4]: You attempt to list your responsibilities but your CV falls short. Instead, you need to describe your accomplishments and the value you brought to your previous employer in a quantified or tangible manner so that you can establish your identity as someone who is an 'achiever' rather than a 'doer'.