AKSHAY SEBESTIAN DIAS

My overall experience of six years in the accounting and auditing field. Worked as an Accounts Executive in A3 Sign and Advertising & AXS Online Private Limited in Bangalore and Article Assistant in I V Sharma and Co Chartered Accountants in Udupi.

Career Objective: To be an integral part of a growth-oriented organization and contribute to its goals while concurrently upgrading my skills and knowledge. Passionate about serving others and eager to take on new responsibilities and leadership roles.

CONTACT

- Al Rashidiya,Dubai, UAE
- +971565872202
- akshaydias123@gmail.com

TECHNICAL & INTERPERSONAL

- Knowledge of Accounting And Auditing
- Knowledge of Zenith software, Tally, Ms Office, and Ms Excel.

REFERENCES

Available upon request

INTERESTS

Listening to Music, Playing Cricket, Badminton, Reading Newspaper

LANGUAGES

English, Hindi, Konkani, and Kannada

PERSONAL DETAILS

- Date Of Birth : 22 November 1994
- Nationality :Indian
- Marital Status :Single
- Passport Number: N2171420
- Visa Status :Tourist Visa
- Visa Validity :20th June 2023

EXPERIENCE

Accounts Executive
A3 Sign and Advertising - Bangalore, India

09/2022 - 02/2023

- Pays invoices by verifying transaction information, scheduling & preparing disbursements
- Reconcile vendor statements, research and resolve invoice discrepancies and issues
- Matched purchase orders to invoices and enter invoices in accounting software
- Kept track of all payments and expenditures, purchase orders, invoices, and statements.

Accounts Executive
Axs Online Private Limited - Bangalore, India

09/2019 - 08/2022

- Processing bills such as credit card, rent, admin, commission, and various bills be processed in zenith software
- Monthly preparation of cash flow and distribution of cash flow to clients
- Preparing Invoice - match supporting documents such as a purchase order, the name of the entity providing goods or services, the date on which it was provided, and the quantity or amount provided
- Handling day-to-day transactions - all cash receipts, including a collection of accounts receivable and Payments posting and recording in Zenith software
- Booking debit and credit transactions in Zenith software
- Entering Bank statements and reconciliation of the same - Detecting errors such as double payments, missed payments, etc
- Keeping track of accounts payable and receivables of the business
- Tracking monthly payments and making timely payments
- Issuing checks and preparing deposit slips in zenith software
- Frequent communication through mail sharing the status of clients.

Articled Assistant
I V Sharma and Co Chartered Accountants - Udupi, India

02/2016 - 01/2019

- Entering all books of account (Cash book, invoices, bank statements, etc.) in tally ERP.
- Audit of Co-operative Banks, Co-operative Societies, Nationalized Banks, and Private Limited companies.
- Book Keeping and Bank Reconciliation.

Education:

2015 – B.COM - Milagres College/Mangalore University - Udupi, India
2012 -   PUC   - Milagres Pre University College   - Udupi, India
2010 - SSLC   - S V V N English Medium School   - Udupi, India