

# Delvita Lerisha Dsouza

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Bur Dubai, UAE



## SYNOPSIS

Experienced in Accounting and Finance, through academic and practical knowledge of latest business trends. Seeking to leverage current knowledge and experience to serve a growing organization through a fresh perspective, high energy and be part of a passionate result-oriented work culture.

## WORK EXPERIENCE:

**September 2022 – December 2023: Nuon Connect Private Limited, Mangalore: Junior Associate - Accounts Receivable**

- Accounts Receivable Client Support:
  - Statement of Account extraction & sharing with client, along with detailed invoicing.
  - Support, Coordination & Resolution of client queries through various communication channels.
  - Following up for payments over calls and emails. Cash and cheque collection, dispatch and maintenance of receipts. Refund payouts of clients.
  - Create & share monthly collection and summary reports.
- Code Creation through ERP management
  - Client Screening, creating client codes and updating the existing clients.
  - Uploading the necessary documents/details in the ERP.
  - Maintaining records of daily code creation.
- Invoice Placing & client payment allocation.

## WORKPLACE INTERNSHIP:

- Pragathi Co-operative society Ltd, Mangalore (August 2021)
  - Worked on a project to study the lending practices of co-operative banks with reference to co-operative societies in the area.
  - Filing of cash receipts and withdrawal slips
  - Recording details in Jewel loan ledger and Creation of new accounts
- Ganesh Rao P Chartered accountant (November 2018)
  - Filing, data entry, recording and maintaining complete financial records.

## CERTIFICATION COURSES:

- “Starting a Business” online course by Santa Clara University, USA (June 2021)
- Fundamental of Financial and Management Accounting (November 2021)
- Certificate of achievement for completing SAP course: FI/CO (2020)
- MS Office & Tally with GST (2019-20)

### **ACADEMIC QUALIFICATION:**

- **Master of Business Administration** (2020-2022)  
Major in Finance and Business Analytics (GPA 8.28/10) from St. Aloysius College (AIMIT), Mangalore, India.
- **Bachelors of Commerce** (2017-2020)  
Major in Commerce (69.96%) from St. Aloysius College (Autonomous), Mangalore, India.
- **Pre-University Education** (2015-2017)  
Major in Commerce (90%) from St. Agnes PU college, Mangalore, India.
- **Secondary Education** (2012-2015)  
(86.72%) from St Agnes girls' High School, Mangalore, India.

### **CORE SKILLS:**

- Accountability & Time Management
- Self-Organized & Reporting
- Leadership & Business Thinking
- Listening & Communication
- Social skills
- Quick Learner

### **TECHNICAL KNOWLEDGE:**

- MS Office (Excel, Word, PowerPoint)
- Tally
- E-Views basics
- ERP
- Outlook
- ZOHO

### **PERSONAL DETAILS:**

- Birth Month & Year - January 1999
- Marital Status - Single
- Languages Proficiency - English, Konkani, Kannada, Hindi and Tulu.
- Hobbies & Interests - Travelling, Sports, Dance, Cooking and Reading.
- Nationality - Indian

### **REFERENCES:**

Can be provided upon request.