

Malcolm Francis Felix Dias

Dubai, UAE

dias.malcolm94@gmail.com

056-8121715

RE: - Exploring Accounting/Finance related Opportunities in Dubai

Dear Recruiter,

I am Malcolm Francis Felix Dias, please accept this letter as an expression of interest in your esteemed Organization. With an 8-year professional career in accounting, I believe that I am well positioned to bring the knowledge and skills to the job that you require.

I am comfortable with a wide array of accounting-related tasks, including account reconciliation, financial reporting, and accounts payable. During my time as an Accountant, I developed strong skills in each of these areas. Furthermore, I have extensive experience with accounts payable, having managed the entire invoicing process for multiple clients in the past. Aside from my applicable experience and technical skills, I am confident in the strengths that I bring to the table. I have a sharp eye for detail through the meticulousness of an accountant's job, along with strong decision-making and problem-solving abilities. I am able to produce effective solutions and decisions with minimal oversight due to my excellent planning and observation skills, a quality that I am sure would serve me well in the position of Accountant.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your time and consideration. I look forward to discussing my qualifications and experiences further in an interview.

Sincerely,

Malcolm Francis Felix Dias

www.linkedin.com/in/malcolm-dias

MALCOLM FRANCIS FELIX DIAS

Accountant I Financial Reporting I
Cash flow analysis I Billing and
collection I Receivable analysis



Personal details



MALCOLM FRANCIS FELIX
DIAS



056-8121715



Dubai, UAE



November 1, 1994



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Skills

Leadership

Problem Solving

Critical Thinking

Financial Reporting

Ability to Multi-task

Reconciliation

Data Analysis

Sidat Hyder financials

Microsoft Word, Excel, Powerpoint

SAP

Canva

Profile

An accountant with 8+ years of experience in financial record keeping, analysis and reporting. proficient in accounting software and a strong advocate for accuracy and compliance. Seeking to contribute my expertise to a dynamic organization as Accountant/Financial Analyst, delivering sound financial insights and ensuring accurate financial management.

Education

BBA (Bachelors in Business Administration)

Feb 2021 - Jul 2023

Iqra University

Bachelor of Commerce (BCOM)

Jan 2013 - Dec 2015

Karachi University

High School

Aug 2010 - Aug 2012

St Patrick's College

Employment

Accountant

Jan 2023 - Present

Pak Suzuki Motor Company Limited

- Managed showrooms all over Pakistan.
- Managed imprest account as per SOP.
- Reconciled the entries of all the showrooms.
- Collected the installments through SAP of provisional receipts at and out of showroom.
- Collected the advance, registration & processing fee against cash & installment sales customers.
- Deposited cash / installment cheques in bank with the help of cash carry services as per company policy.
- Maintained all books of accounts as per SOP.

Assistant Accountant

Mar 2019 - Jan 2023

Jehangir Services Private Limited

- Managed the Bank Reconciliation, Accounts Ledger Reconciliation and monitored other financial accounts.
- Managed the general ledger, ensuring proper coding and classification of transactions.
- Assisted in internal and external audits by providing necessary documentation and explanations.
- Ensured compliance with accounting principles, regulations, and company policies.
- Calculated and prepared tax returns, ensuring compliance with tax laws and regulations.
- Checked Vouchers/ petty cash & driver's Allowance.
- Maintained a record of outstanding payments from different Customers.
- Monitored the fuel consumption of different vehicles.
- Maintained Advance Income Tax Challans from different Customers.
- Prepared Monthly SST & GST Return (SST Output).
- E-filing of Income tax.

Languages

English

Urdu

Accounts Assistant

Mar 2019 - Jan 2023

Jehangir Services Private Limited

- Maintained accurate and up-to-date financial records, including journals, ledgers, and databases.
- Entered and posted financial transactions, such as invoices, receipts, payments, and expenses.
- Prepared daily vouchers & petty cash vouchers.
- Operated Sidat Hyder financial Program for Accounting.
- Managed Withdrawal & Depositing of cheques, cash and other bank work.
- Managed tracking of Office inventory.
- Maintained Company's new hiring laborers list for Salary purpose.
- Maintained list of daily dispatch of vehicles.
- Organized filing system for important and confidential company documents.
- Maintained petty cash books.
- Prepared Monthly SST & GST Return Documents.
- Prepared & Analyzed daily fuel & expenses report.
- E-filing of Income tax.

Certificates

1 Day training program for Accountants, Pak
Suzuki Motor Company Ltd

Sep 2023

Certificate in Information Technology/
Windows/ MS Office

Nov 2014