



GLEN CHRIST DSOUZA

About Me

MBA Graduate with specialization of Finance and Marketing and I'm eager to apply my education to the Accounts Sector.



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Karama, Dubai

LANGUAGE

- English
- Hindi
- Kannada
- Konkani & Tulu

SKILLS

- MS Office – MS Word, PowerPoint, and Excel
- Tally ERP 9
- Programming Basics
- Accounting
- Expenses Tracking
- Teamwork & Quick Learner

COURSES

Tally ERP 9

March 2017 - April 2017

Data Science Professional - Python

March 2021 - November 2021

Microsoft Office (Word, Excel & Powerpoint)

December 2016 - March 2017

EXPERIENCE

Shreya Entrprise Mangalore,

Accountant

Jan 2023 - October 2023

- Preparation and Reconciliation of monthly Balance sheet
- Preparation of Bank Reconciliation Statement.
- Maintained Financial record and entered the data in Tally software.
- Visiting statutory bodies for accounting related works.
- Preparation of invoices and debit notes
- Manage the day to day petty cash system.

Cardolite Specialty Chemicals India LLP

Mangalore

October 2021 - November 2021

- Successfully implemented and managed meticulous daybook organization, ensuring accurate and efficient record-keeping
- Demonstrated proficiency in financial record maintenance, ensuring precision and compliance through meticulous data management and reconciliation.
- Contributed significantly to the accounting department's success by enhancing financial operations and promoting accuracy and compliance.
- Managed chemical containers safely, ensuring compliance with regulations and maintaining a secure and organized workplace.

EDUCATION

St Joseph Engineering College, Mangalore

Master of Business Administration (MBA) - Finance & Marketing

January 2020 - December 2022

Padua College of Commerce & Management

Bachelor of Commerce (BCom)

June 2017 - December 2020

St Joseph's Pre-University College, Bajpe

PUC - Commerce (HEBA)

June 2015 - March 2017

Holy Family English Medium High School, Bajpe

SSLC

May 2014 - March 2015