

## RAISA VIEGAS



### Contact

@ raisaviegas.30@gmail.com

+971 504533667

Dubai

### Skills

Quick learner 80%

Team work 80%

Effectively communication 80%

Time management 80%

### Languages

English (Fluently)

Hindi

Konkani

### Interests

Reading

Traveling to new places

### OBJECTIVE

I have a flexible and positive approach to employment and am willing to train to suit my next working environment. I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively.

### EXPERIENCE

**Flashcom Network Private Limited and RD Cable Network** 01/02/2021 -  
Administrative assistant cum Account assistant  
Maintain daily transaction - Expenses, payment and receipt. 31/12/2023

Responsible for maintaining Financial records.

Maintaining vendors and customer database.

Preparing invoices, delivery note & quotations.

Follow - up for the payment from customer & coordinating for payment collection.

Preparing data for Tax filing & providing necessary support for audit.

Controlling inventory and report on status on daily basis and keeping the track of inventory.

Verifying and reconciling account payable and receivable.

Updating paper work & maintaining documents.

Managing filing system.

Answering and directing phone calls, scanning and processing e-mail.

Ordering office supplies, managing filing system.

### The Lalit Golf and spa resort, Goa

Trainee Account Receivable

Preparing and processing performa invoices for customers.

Completing bank reconciliations on daily basis.

Assisting in preparing financial statement.

Checking and maintaining guest data form.

### COMPUTER SKILLS

Ms Excel, Ms word, Ms PowerPoint, Zoho ERP, Tally ERP

### EDUCATION

**Goa University** 2019  
Bachelor degree

**Manipal institute of computer education** 2018  
Diploma in e-finance

### ADDITIONAL INFORMATION

Marital status: Single

Nationality: Indian

Visa status: Visit visa

