

MR. WILSON KARLO
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CAREER OBJECTIVE

Obtain a position where I can apply my acquired knowledge and skills to the best of my abilities. To work in a team environment, thereby to continuously grow and contribute to the main mandate of the organization. Be proficient in time sensitive situation and fast- paced environment. To be trustworthy with personal and sensitive information requiring confidentiality.

PERSONAL ATTRIBUTE

- A dynamic professional with rich & extensive experience in handling business operations with 5+ years of experience in accounting and admin.
- Reliable, patient and result oriented with a clear vision proactive with good communicational skills, Leading and dealing people at all levels.
- Hands on experience in Ms-Excel, Ms-Word, Ms-PowerPoint, Sage, Tally, Aware. Ability to learn quickly and adapt to changing environments.
- Time management, Planning and generating reports. Ability to work under pressure and meet with the deadlines with ease and efficiency. Fast and hardworking nature.

EDUCATIONAL QUALIFICATIONS

- MBA in Finance from S.D.M PG Centre - Affiliated to Mangalore University, Karnataka – INDIA
- BCOM from S.D.M College - Affiliated to Mangalore University, Karnataka - INDIA

ADDITIONAL KNOWLEDGE AND SKILLS

- Knowledge of SAGE, Tally ERP 9, AWARE.
- MS-Excel, Word, Power Point & Expert in Internet and Email Applications.
- Wide experience in Excel, Word & PowerPoint.
- Ability to grasp new concept quickly, generate fresh and innovative ideas to improve department

WORK EXPERIENCE

- Working with Triburg Investments Ltd as an accountant since November 2017.

The Triburg Group of Companies was founded in Hong Kong in 1981 with main operations in South Asia. Established as an international apparel sourcing and buying company, Triburg rapidly grew to become one of the most reputable apparel companies in the world.

Triburg Freight Services was established in 1995 in UAE. Triburg has earned its reputation as a reliable Supply Chain Solutions provider of Freight Forwarding & Customs Clearance,

Transportation, Warehousing and Logistics, Specialized Inventory management, and Value Added services.

Triburg has a range of long term clients, arising from industries such as Food & Beverage, FMCG, Cosmetics and Personal Care, Electronics, Apparels & Accessories, Furniture & Home Appliances, Industrial B2B, Spare Parts, Automotive etc.,.

Duties and Responsibilities

- Preparation of invoices
- Preparation of bank reconciliation statement
- Preparation/ review of Accounts receivable statement daily basis
- Follow up with customers' for payments
- Preparation of cheques/ bank transfers
- Preparation of bank/ cash receipts and payment vouchers
- Preparation of weekly Warehouse CBM Occupancy reports
- Preparation of monthly sales report
- Preparation of monthly financial reports
- Processing entries, adjustments, transactions for various subsidiaries
- Perform miscellaneous job-related duties
- Respond to queries by telephone or in writing
- Preparing monthly stock report
- Preparation of UAE VAT category basis reports and VAT filing.

Other Duties and Responsibilities

- Applying OHC for warehouse employees
- Applying Employment Visa for Employees
- Preparing Monthly Telephone report (Group Telephone)

PERSONAL INFORMATION

- Date of Birth : 20.04.1993
- Nationality : Indian
- Passport No# : M7208524
- Languages Known : English, Hindi & Other Regional languages of India.
- Marital Status : Married
- Visa Status : Employment Visa

(WILSON KARLO)