

CURRICULUM VITAE

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CAREER OBJECTIVES:

To become a part of dynamic, growth oriented organization where challenges pull the best out of me thereby enhancing and enriching my knowledge and experience, in the process of channeling the skills acquired through my earlier assignments.

Have exposure to a competitive environment and challenging responsibility with a view to seek long term career growth coupled with organizational growth.

EDUCATIONAL QUALIFICATIONS:

Qualification	College/ School	Board/University/ Institute	Year of Passing.	% Obtained
B.Com	S.D.M College, Honnavar	Karnataka University Dharwad	April -May 2012	71.56 %
P.U.C (Commerce)	S.D.M College, Honnavar	P.U Board Bangalore	April 2009	59.5 %
S.S.L.C	Janatha Vidyalaya Kasarkod	Karnataka Secondary Education Examination Board.	March 2007	73.44 %

CAREER PROFILE:

- ☐ . Detail -oriented, efficient and organized professional with extensive experience in accounting and finance systems.
- ☐ Strong analytical and problem solving skills, with the ability to make well thought out decisions
- ☐ Financial reporting and data processing
- ☐ Excellent written and verbal communication skills
- ☐ Superb team working abilities
- ☐ Highly trustworthy, discreet and ethical
- ☐ Dependable and truthful
- ☐ Always punctual on time
- ☐ Accurate : careful, precise, free from error
- ☐ Flexible :manageable, adaptable, versatile
- ☐ Cooperative: work well with others

COMPUTER KNOWLEDGE

- ☐ Diploma in Office Automation (Advance Excel, Tally, Multimedia, Dos & Internet) with 73.33%

EXPERIENCE

Worked at SAMMRUDHA JEEVAN MULTISTATE MULTIPURPOSE CO-OPERATIVE SOCIETY LIMITED as a CASHIER CUM DATA ENTRY OPERATOR(APR 2013 TO JUNE 2016)

DUTIES AND RESPONSIBILITIES

- ☐ cash handling
- ☐ answering basic customer questions regarding interest rates and the bank services

- ☐ receive cheques and post entries into correct accounts
- ☐ transferring funds from one account to another
- ☐ preparing log sheet & MIS and cash flow report at the end of the day on daily basis
- ☐ maintaining a balanced cash drawer
- ☐ Carrying out daily financial reconciliations
- ☐ Invoice processing, Review and verify invoices ,
- ☐ Making vendor payment

Worked at MAHINDRA AND MAHINDRA FINANCIAL SERVICES AS ACCOUNT ASSOCIATE
(JULY 2016 TO APR 2017)

DUTIES AND RESPONSIBILITIES

- ☐ Enter and upload invoices in accounting software
- ☐ Review and verify invoices, set invoices for payments
- ☐ Maintain vendor files
- ☐ Respond to vendors queries over calls or emails.
- ☐ Provide supporting documentation for audit
- ☐ Assist with month end closing
- ☐ Processing employee expense claims
- ☐ Monitor accounts to ensure payments are up to date
- ☐ ACH, Batch Processing

Worked at ABUDHABI COMMERCIAL BANK PJSC(KELLY SERVICES) AS BANKING ASSISTANT
(OCT 2017 TO OCT 2019)

DUTIES AND RESPONSIBILITIES

- ☐ Processing Inward and Outward cheques on daily basis, including signature verification.
- ☐ Receiving & verifying the clearing settlement report.
- ☐ Preparing Import & Exports reports on daily basis
- ☐ Assisting with manager in trade operations (KYC screenings on customers document, Vessel/Ports screening using world check)
- ☐ Responsible for Document checking along with LC
- ☐ Respond to customers & vendors queries over calls or emails.
- ☐ Invoice processing, Review and verify invoices , set invoices for payment
- ☐ Preparing Bank reconciliation on daily basis
- ☐ Making vendor payment
- ☐ Processing employee expenses claims and processing branch expenses

Presently working at On Mobile Global Ltd(Osource Global Ltd) AS Sr Account Executive (June 2020 TO till)

DUTIES AND RESPONSIBILITIES

- ☐ Processing of PO & Non PO Invoices
- ☐ Processing salary- verify & process the salary data shared by HR & service provider- uploading journals into SAP & maintaining salary reconciliation file.
- ☐ Processing of Invoices (Rent, Content, Prof Fee, Legal fee, Audit fee, Work permit, Etc.), Cross verification of an agreements

- ☐ Preparing & Verifying the A2 documents (Bank request letter, FEMA, FORM A2, FORM 15CB, FORM 15CA)
- ☐ Processing of Statutory payments (WHT, VAT, Reverse VAT) with in due dates
- ☐ Performing Monthly BRS
- ☐ Vendor and GL Clearance manually & sending details for vendor creation.
- ☐ Transferring fund from one entity to another entity/Processing Intercompany fund transfer
- ☐ Verify & posting entries of reimbursement expenses (including rental advance & travel advance) of international employees and taking care until to get credit to the employee.
- ☐ Respond to vendors queries over calls or emails.
- ☐ Vendor and GL Clearance manually & sending details for vendor creation
- ☐ Creating /Processing ticketing tool (JIRA) to meet Client Standards
- ☐ Prepare Cash Flow statements, audit packs and schedules for multiple entities
- ☐ Prepare weekly vendor pay-out forecasting for cash flow planning
- ☐ Providing samples and required information to internal and external auditors as well
- ☐ Reaching SLA's within TAT & meeting

PERSONAL DETAILS

Date of Birth	: 1st July 1991
Nationality	: Indian
Sex	: Male
Languages Known	: English, Hindi, Kannada & Konakani
Personal Interests	: Readings Books, Listening to music, Sports,Making new friends
Address	:At-Kelginoor Po-Kasarkod TQ-Honavar ,Karnataka

I hereby declare that all the above-furnished details are true and correct to the best of my knowledge

Place : BANGLORE

Date :

Lorence Horta