

Dora Denis Rebello

Address: Kalina, Santacruz (E), Mumbai – 98

Contact Number: (+91) 7045853287

Email ID: dorarebello12@gmail.com

Objective

To build a successful career through dedication, continuous learning, and skill application, contributing to organizational growth.

Education Qualification

EXAMINATION	INSTITUTION	YEAR OF PASSING	PERCENTAGE/ GRADE
Master of Commerce (Advance Accounting)	M.L. Dahanukar College of Commerce	-	Pursuing – Second Year
Bachelor of Commerce (Accounts & Finance)	M.L. Dahanukar College of Commerce	March 2023	CGPA – 9.72
Higher Secondary Certificate	St. Mary's High School & Jr. College	February 2020	86.62%
Secondary School Certificate	Mary Immaculate Girls' High School	March 2018	85.80%

Experience

TruBoard Partners (July 2023 – Present)

Designation: Executive – Accounts

- Managed daily financial operations and related tasks for the internal accounting department of the company.
- Worked for the accounting and payables of a client involved in road projects, ensuring accurate financial processing.
- Initiated process improvements during the initial phase of the contract to enhance efficiency.

CA L. V. Gutka & Co (September 2021 – March 2023)

Designation: Accounts Executive

- Handled a wide range of accounting responsibilities for various clients, including balance sheet finalization, Income Tax, GST and TDS Calculations & Returns and other accounting requirements.

Globenet Computer Education (January 2021 – September 2021)

Designation: Teaching Faculty

- Teaching MS -Office, Advanced Excel, and Tally Prime on a part time basis.

Skills & Computer Proficiency

- Advanced Diploma in Office Automation
- Advanced Excel
- Tally ERP, Tally Prime & Zoho Books
- Winman CA ERP and Winman TDS
- MS-CIT

Personal Details

Date of Birth: 7th December 2002

Gender: Female

Languages Known: English, Hindi, Marathi & Konkani

Nationality: Indian

Declaration

I, Dora Rebello, hereby declare that the above-mentioned information is true and correct to the best of my knowledge.

Place: Mumbai

Date:

(Dora Rebello)