

DERRICK JUDE DSOUZA

PROFESSIONAL SUMMARY

- Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- Operations Executive skilled in organizing and coordinating office administration to support organizational effectiveness, operational excellence and office safety. Thrives in fast-paced environment and accomplishes tasks with minimum supervision and eagerness to go above and beyond.
- To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skill.

WORK HISTORY

Assistant Estimator, 01/2019 - Current
Saudi American Glass Company, Riyadh, Riyadh Region

- Handle multiple projects and client accounts. Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- Resolves discrepancies by collecting and analyzing information.
- Create and maintain PO invoices. Checking purchase order (PO) numbers before processing invoices.
- Contributes to team effort by accomplishing related results as needed.
- Notice differences between an estimated cost and an actual cost.
- Scrutinized existing and proposed methods and procedures.
- Keep track of slow approvals and Verify invoice approval.
- Work with a sales team to prepare proposals.
- Helped organizations improve customer satisfaction and achieve measurable results.
- Managing client requests and queries.
- Maintain general ledger and Helped a team with audits.
- Daily MIS circulation to Estimation Manager and Sales Team along with data management and processing
- Entry of relevant details into company sales software on time.
- Preparing work orders with the proper check and releasing them to a final production.
- Formulated cost estimate reports to submit to clients for approval.
- Glass optimization to reduce wastage.
- Prepared material orders to complete projects on time and within budget.
- Basic knowledge of AutoCAD.
- Optimization of wastage for glass stock
- Other responsibilities as directed by an Estimating Manager.
- Ensure 100% data management



New Industrial area, Riyadh,
Riyadh Region 32244



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PERSONAL DETAILS

Date of Birth / Age: 23/09/1989

Nationality: Indian

Marital Status: Married

Passport: M1234223

SKILLS

- Computer proficiency.
- Active listening.
- Time management
- Problem-solving
- Good communication skills.
- Teamwork
- Good Team Player
- Quick learner
- Data Collection
- Project coordination
- Mail handling
- Basic AutoCad knowledge
- Document management

CERTIFICATIONS

- Best Employee of the year 2018 in Future Generali India Life Insurance Company Ltd
- Recognition of Outstanding Performance in the year 2021-2022 in Saudi American Glass Company

LANGUAGES

Hindi, Kannada Native language

English

B2

Upper intermediate

Arabic

A1

Beginner

Hindi

Fluent

Sr. Branch Operations & Finance Executive, 10/2012 - 01/2019

Future Generali India Life Insurance Company Ltd, Mangalore, India

- Performed Monthly Financial reports & MIS reports such as daily collection reports, monthly petty cash expenditure details, overall due status, refund statements, etc.
- Scrutinized proposal form and completed basic underwriting as required at a branch level.
- Daily MIS circulation to Regional and Branch Heads along with data management and processing.
- Assisting in preparing Bank Reconciliation Statements.
- Underwriting of new business Documents and ensuring quality.
- Handle post-underwriting matters like Good health declaration observation/inspection.
- Handling new business pre and post-insurance inquiries.
- Managing the training details of candidates and scheduling their exams.
- Maintained records of staff attendance, leaves, and absenteeism.
- Handling of petty cash expenses.
- Supervising branch administration.
- Ensure 100% data management.

Branch operations & Finance executive, 01/2012 - 10/2012

Future Generali India Insurance Company Ltd, Mangalore, India

- Assisting in Cash and cheque Bank reconciliation statements.
- Handling Insurance policy, renewal, and cancellation.
- Endorsement for transferred vehicles and corrections.
- Receiving and redirecting policy cheques, cash, and DDs to a concerned department.
- Assisting in month-end reports.
- In charge of cheque and cash premium collection and deposit, maintaining records of the same.
- Handling Petty Cash Register.
- Handling agreement-related formalities of agents and Franchisees.
- Maintaining documentation of files, books, and other important data records.
- Handling customer queries.
- Ensure 100% data management.

Assistant Accountant, 11/2010 - 01/2012

M/s Rao & Basri, Chartered Accountant, Mangalore, India

- Maintaining ledger and journals.
- Preparing monthly statement, Trial Balance & Balance Sheet.
- Participate in Bank Audit (Statutory and Concurrent), Private Company Audit.
- Handling Income Tax and Sales Tax Matters.
- Preparing Project Reports.
- Conducting Tax Audit, Internal Audit, VAT, etc.
- Responsible for maintaining the books of Accounts such as cashbooks, Bank Books, Purchase Register, Sales Register & General Ledger, etc.
- Organized and carried out month-end, quarterly and year-end processes.

EDUCATION

Master of Business Administration, Finance, 04/2014
Sikkim Manipal University - Mangalore-India

Bachelor of Business Administration, Management, 04/2010
St Philomena College, Mangalore University - Mangalore-India

A-Levels, Business and Accountancy, 04/2007
Sacred Heart College - Mangalore-India

GCSEs, GCSEs, 04/2005
St. Joseph School - Chikamagalure-India

ADDITIONAL INFORMATION

- Proficient in Windows operating System and M S Office packages Excel, Word, and PowerPoint.
- Epicore ERP Data Process Management -SAG
- Plus2D & Lisuc GPS Glass Optimization software
- BPMS-IBM Data processing for insurance.
- Lifeasia-400 insurance software
- Tally 5.4, 7.2, Tally 9, Tally ERP 9 Accounting software.