

Dylan Barboza

Address: Salmiya, Kuwait

Mob: +965-66242470

Email: dylan.bar1993@gmail.com

Summary

Results-driven, analytical, experienced professional with strong business and financial acumen, learning mindset, and over two years of hands-on experience as a logistics coordinator and 4 years as an accountant. A critical thinker seeking entry into a growth-oriented company looking to be a valuable asset to the company by using current skill-set and job experience; and continue learning to enhance contribution to the company.

Experience

Al-Fahad Trading & Industrial Est. - Kuwait City

(June 2018 – Present)

Logistics coordinator & Accountant

Responsibilities:

- Responsible for planning shipment schedules based on the requirements of the procurement team
- Act as the central point of contact between multiple teams to coordinate and organize shipment pick-up, co-ordination and delivery.
- Created new templates to ensure better understanding of shipping costs per shipment executed
- Simultaneously managing accounting (pertaining to accounts payable and vendor management) and logistical responsibilities. Kept statements for all vendors (local and foreign), organized payment schedules and was responsible for all system entries. Handled all accounting oriented responsibilities for all vendors.

Achievements:

- As an accountant, suggested multiple changes in the ERP system pertaining to the accounting module to allow for easier and efficient work flow.
- Company acted on recommendation to consolidate multiple shipments to get better freight rates and save on local clearance charges lowering shipping costs and overall product costs.
- Recommended that the company ship all items by sea to save on costs and to anticipate the impact on market demand for company distributed products due to COVID-19

Accountant

Responsibilities:

- Performed the day-to-day accounting responsibilities for the company
- Prepared payments for vendors and keep track of pending payments from customers
- Preparation of various financial reports for the company on a monthly and yearly basis
- Assist the external auditor in preparation of financial statements

Accomplishments

- Created financial statements and reports for the 2014-2016 on joining the company
- Reconciled the petty cash statement for the year 2014-2016. Identified the discrepancies and reported the same to management
- Company acted on recommendation to implement sales targets
- Created new template to enable easier calculation for project bidding and cost projection

Skills:

Excel	Logistics
Microsoft Office	Administrative skills

Education:

Educational Level	Course	University	Duration	Percentage
Post-Graduation	Masters in Management Studies	University of Mumbai	2014-2016	77.36%
Graduation	Bachelors in Management Studies	University of Mumbai	2011-2014	70%

Languages:

English, Hindi