

Rakesh Mendonca

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[UAE](#)



OBJECTIVE

To make a noteworthy contribution to the organization to the best of my ability and to develop new skills and share my knowledge while interacting with others and achieve greater height.

PROFESSIONAL EXPERIENCE

Total Experience 2 Years 5 Months at Chartered Accountant B.D Shetty & Co from July 2016 to December 2018.

Worked as an Accountant at Chartered Accountant B.D Shetty & Company. One of the largest Chartered Accounting firm in Udupi District, Karnataka, India.

Job Description:

- ❖ Independently handled whole accounting job in accounting package Tally & MS office.
- ❖ Accounts Receivable; Preparing Invoices, Petty Cash Handling, Aging report, journal and receipts, making the necessary report and periodical balance confirmations.
- ❖ Income Tax Returns.
- ❖ GST registration and GST returns.
- ❖ Bank, Hospital and Company Audit.
- ❖ Verifying, analyzing and reconciliation of Bank and other accounts

ACADEMIC QUALIFICATIONS

Course	Specialization	Board/University	Year
MBA	Finance	Sikkim Manipal University Distance Education	2018
M.Com	Finance	Mangalore University	2016
B.Com	Commerce	Mangalore University	2014
PUC	Commerce	Karnataka Pre-University Board	2011
S.S.L.C	General	Karnataka Secondary Education Board	2009

SUMMER INTERSHIP PROGRAMME EXPERIENCE

Duration : 8 Weeks.
Period : 2nd April 2018 to 31st May 2018.
SIP Company : Karvy Stock Broking Ltd, Udupi.
Role : Management Trainee

PROJECT WORK

- ❖ Research Report on "Comparative study on "Equity linked savings scheme floated by domestic mutual fund players"
- ❖ Objective: To identify or compare the performance of Equity linked saving schemes with domestic mutual funds scheme.
To evaluate and compare the risk involved in ELSS and domestic mutual funds scheme.

TECHNICAL SKILLS

- ❖ Diploma in Computer Application.
- ❖ Post-Graduate Diploma in E-Business Accounting and Administration.
- ❖ ERP-SAP (Materials Management, Sales and Distributor, Production Planning.
- ❖ Proficient in using Internet, Access, Microsoft Office and Tally.

ACHIEVEMENTS

- ❖ Received 'B' Certificate from NCC.
- ❖ Successfully completed 10 Days NCC National Level CATC Camp held at Hebri.
- ❖ Participated in the 2 Days programme on soft skills for Employability held at Mangalore.

SKILL SETS

- ❖ Ready to change and accept challenges.
- ❖ The ability to integrate and implement the acquired Information.
- ❖ Personable, articulate and professional in both appearance and manner.
- ❖ Supervising end to end activities in company accounts and client audit.

PERSONAL INFORMATION

Date of Birth : 17-12-1992
Language : English, Hindi, Konkani, Kannada and Tulu
Address : Binquoz building 1st floor room # 4
Al musallah road Burdubai
Near Alfahidi Metro Station 6309.
Visa Status : Visiting Visa (Visa Expiring on 13/06/2019)
Passport No : N8761228
Nationality : Indian

I declare that the above information is given true to the best of my knowledge and Ability.
Place: UAE Rakesh