

CURRICULUM VITAE

Rovil Rajesh Mendonca

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Objective

To obtain a responsible position where I can invest all my professional expertise, qualification and valuable experiences to improve my career as well as make a noteworthy contribution to the organization and grow with it.

Professional Experiences

Total Experience 10 Years 3 Months.

Senior Accountant 9 Years

August 2010 – August 2019.

Al Rashed Transport Company, Dammam, Saudi Arabia.

One of the sister concerns of Rashed Abdul Rahman Al-Rashed & Sons Group, providing transportation services for all over Saudi Arabia and GCC countries. Using financial package like **Oracle ERP System, Oracle Cloud** (Financial Consolidation and Close Cloud) and MS Office.

Job Description:

Reporting to the Finance Manager, I am responsible for:

- ❖ Supervising finance department and reporting daily financial activities to Finance Manager.
- ❖ **Accounts Receivables:** Invoice checking, recording receipts, posting, Aging report, making the necessary report, sales analysis, periodical balance confirmations, Credit Control and managing customer collections.
- ❖ **Accounts Payables:** Matching the Invoices with purchase orders, making payments and providing the reports.
- ❖ Assisting in preparing monthly Profit & Loss, Balance sheet, MIS report and other financial statements and sharing them with Group Head Office.
- ❖ **Bank Transactions:** Managing the company bank account, preparing bank payments and reconciliation on monthly basis.
- ❖ **Fixed Assets:** Handling Fixed Assets like monthly updating, addition, deletion and depreciation.
- ❖ Assisting Auditors External & Internal.
- ❖ Manage VAT calculations, compliance and filing.
- ❖ Accounts reconciliation, Petty cash voucher coding, checking and finalizing payroll, general ledger maintenance and analysis, passing necessary rectification entries and closing entries.
- ❖ Insurance policies, claims and settlement of vehicles, fidelity, fire and medical.

Accountant 1 Year 3 Months

May 2009 – August 2010.

United Surgical. Udupi. India.

(Wholesale Surgical & Hospital Equipments Distribution Company)

Job Description:

Reported to the Finance Manager.

- ❖ Independently handled whole accounting job in accounting package Tally.
- ❖ Recording of Purchased Stock into the system and preparation of payment to the suppliers.
- ❖ Direct involvement in the preparation of Inventory reports based on actual physical count and the system count of the supplied products on a daily basis.
- ❖ Billing and follow up with the customers for the collection of Cheques.
- ❖ Handling Accounts Receivable, payable and Banking transactions.
- ❖ Maintained Payroll, Timecard and statutory deductions.

Summer Internship Program Experience

Duration : 16 Weeks.

Period : Mid March to Mid July 2008.

SIP Company : AXIS Bank, Udupi.

Role : Management Trainee.

Academic Qualifications

Course	Specialization	Board/University	Year
MBA	Finance & Banking	ICFAI University	2009
B.Com	Commerce	Mangalore University	2007
PUC	Commerce	Karnataka Pre-University Board	2004
S.S.L.C	General	Karnataka Secondary Education Board	2002

Thesis/ Projects Undertaken:

- ❖ “A study on the impact of technology on customer satisfaction with reference to State Bank of India”
- ❖ “An Analytical study on customer perception of services provided by Axis Bank before and after the change of brand name”
- ❖ Participated and won in the Finance fest held at Manipal Institute of Management.
- ❖ Survey on Consumer Forum Awareness in Udupi District.

Computer Skills

- ❖ Diploma in Web Designing.
- ❖ Diploma in Financial Accounting.
- ❖ Proficient in using Microsoft Office, JD Edward (Oracle 9.1.5), Oracle Cloud & Tally.

Skill Sets

- ❖ Received Certificate of Appreciation and Excellence from Axis Bank.
- ❖ Personable, articulate and professional in both appearance and manner.
- ❖ Ready to change and accept challenges.
- ❖ Driving License Indian & Saudi Arabia.

Personal Information

Date of Birth : 09-12-1986

Languages Known : English, Hindi, Arabic, Kannada, Konkani.

Home Address : ANNA MARIA, Kemmannu Post, Pin-576115,
Udupi District, Karnataka, India.

Address in UAE : Binguoz Building 1st Floor
Al Musallah Road, Burdubai,
Near Al Fahidi Metro Station 6309, UAE.

Passport Details

Passport No:	S7946980
Date of expiry:	12-08-2028
Place of Issue:	Riyadh, Saudi Arabia.
Visa Status:	Visit Visa