

Mobile: +971-52-8942569
Email: menezesrenita30@gmail.com

Renita Sonia Menezes

BA, PGDCA



Mission

To seek a challenging job where my skills, knowledge, commitment and dedication will be utilized.

Skills

- Organized, disciplined, goal-oriented personality, Good personal relations and co-ordination skills.
- Excellent communication skills demonstrated by ability to work with people of diverse backgrounds.
- Good planning, decision-making and organizational skills and Ability to work independently with less supervision and pressure.
- Quick learner with leadership qualities to execute any task as a team member or individual.

WORK EXPERIENCE

Tenure: July 2019 - Ongoing at Trans will Engineering LLC (Dubai – UAE)
Designation: Front Office cum Accounts & Admin Assistant



Key Responsibilities:

- Greeted all clients and visitors entering the establishment and determined the nature and purpose of visit.
- Communicated effectively with contractors, consultants and clients through written correspondence, email and over the phone.
- Prepare packages for shipment, pickup or courier delivery to customers.
- Monitoring staff attendance and punctuality, keeping office in and out record timings in the register.
- Perform routine clerical tasks such as mailing, copying, faxing, filing and scanning.
- All departments monthly end report collection and updating it for the record.
- Typing documents and producing / distributing letters, memos, forms, monthly reports and legal documents and also distribution of factory documents to the respective departments.
- All documents (Passport, Visa & E.ID) scanning and transferring them to the respective folders.
- Taking print of all the sales enquiries, downloading drawings from the links provided or attachments & updating the enquiries in the sales register - Dubai, Abu Dhabi & Overseas.
- Vendor registration (Updating our company information for contractors, consultants and client)
- Document submission (Tender, Pre-qualification, subcontract agreements & other documents) & coordinate with sales department.
- Undertaking letter preparing & labor / project related document arranging & giving to right person.
- Sending e-mail for fund transfer receipt & ready cheque to suppliers.
- Requesting for VAT certificate and Trade license copies, preparing SOA for the Outstanding Payment, payment follow up.

Tenure: November 2018 – May 2019 at Canonica Restaurant & Catering LLC (Dubai – UAE)
Designation: Accounts & Data Entry Assistant (Part Time)



Key Responsibilities:

- Recording of day to day transaction (Payment, Receipt, Invoicing, Purchasing and Journal).
- Ensuring All Purchase Invoices are verified and booked on daily basis. obtaining approvals and process the

payments as per ageing and agreed Credit Terms.

- Reconciliation of Various Bank Accounts, Accounts Payable /Accounts Receivables.
- Processing customer invoices for payments after verification and matching with LPO.
- Handling Petty Cash & Monthly reconciliation of bank accounts.
- Preparing Debit Notes/Credit Notes.
- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.

Tenure: August 2016 – August 2018 Ryshivana Institute (Mangalore – India)

Designation: Assistant Accountant and Administrator

Key Responsibilities:

- Maintaining day to day accounts and finalization of accounts for audit purposes.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Maintenance of Bank reconciliation statements & Account bank charges and interest in Overdraft.
- Handling Bank account of organization (filling cheques, deposits, NEFT)
- Preparation of cheques and online payments to suppliers and other monthly payments such as electricity, telephone etc.
- Filing & Maintaining proper records, proper documentations of every transactions & handling of petty cash.
- Arranging travel tickets, refreshments, accommodations and prepare vouchers
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Keep updated records of office expenses and costs.
- Ensure assigned work activities are carried out as per company policies and procedures.

EDUCATION & CREDENTIALS

- **Bachelor of Arts (BA)** St Aloysius College, Mangalore, Karnataka, India.
- **Post Graduate Diploma in Computer Application (PGDCA)**, Aloysius Institute of Management & Information Technology (AIMIT), Mangalore, Karnataka, India.
- **Computer Skills:** MS Office (Excel/Word/PowerPoint), Internet, Email (Outlook), Tally ERP 9.0 & Enter soft ERP & Basic Knowledge of SAGE

ACADEMIC & CO-CURRICULAR ACTIVITIES

- Participated in 'EXPERIENCE AMERICA' a National Level Seminar conducted by USCONSULATE GENERAL Chennai at St Aloysius College.
- Participated in National Seminar on 'Human Rights and Unorganized Labor in India' at St Aloysius College.
- Participated in National Level Workshop on 'Human Rights Advocacy' held at St Aloysius College
- Participated in 13th & 14th "YUVA KONKANI SAHITYA SAMMELAN" in 2012 & 2013 held at Goa conducted by Goa Konkani Academy, Panaji.
- Participated in the 'SANGATH SUVALO -11' Intercollegiate Talent Fest conducted by the Konkani Association at St Aloysius College
- Participated and has been volunteer in "ART BEAT- 2011" a National Level Inter-College Fest held at St Aloysius College.

PERSONAL DETAILS

Gender: Female
Visa Status: Sponsor Visa
Nationality: Indian
Languages: English, Hindi, Kannada, Konkani & Tulu
References: Available upon request