

CURRICULAM VITAE

Name : JOYSTON STANY MENDONCA

**Present Address : Near DAFZA Metro Station,
Al Qusais 1, Dubai-UAE**

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CAREER OBJECTIVE

To work in creative and challenging environment with dedication, sincerity and professionalism where I could constantly learn and sharpen my all-round skills leading to prosperity of the organization.

EDUCATIONAL QUALIFICATION

Completed **MBA in Finance & HR** from Mangalore University in 2018

Completed **BCOM** from Mangalore University in 2016

Completed **Tally ERP 9** and **MS Office** Course

WORKING EXPERIENCES

Company

Name of the company : Shahwar Nissan
Location : Bangalore-India
Period : April 2021 to September 2021
Job Title : Payable Accountant
Accounting Package : Tally 9

Company

Name of the company : EXL Services
Location : Bangalore-India
Period : November 2018 to March 2021
Job Title : Account Assistant
Accounting Package : ICOMS

Responsibilities

- Handling petty cash and handling receipts and payments.
- Coordinating with suppliers regarding pending invoices and sending purchase orders.
- Posting vendor invoices in system as per GST procedure.
- Passing day today accounting Entries related to expenses and payments.
- Collecting Statements from vendors and performing reconciliation and sending balance Confirmations to them monthly basis.

- Preparing and issuing cheques to Vendors and informing banking team to do online transfer wherever necessary.
- Taking internal banking team approval before making any payment to vendors and closely following with them for Cash Flows.
- Preparing payment schedules and payment reports using Advanced MS Excel
- Sending Purchase orders to Auto spare parts dealers and posting Goods receipt Entry in Tally once spare parts are received.
- Keeping track of all transaction related to Accounts Payables.
- Assisting seniors in month end and year end closing and in GST filing.
- Solving Queries of vendors and customers through Email and Telephone.
- Maintaining required filing system.

Awards & Recognition

- Received GEM Award in June 2019 for Best Performance in our Department.
- Received Star Of the Month Award in December 2019
- Received Appreciations from Senior Management.

PERSONAL INFORMATION	
DATE OF BIRTH	: 04-04-1995
NATIONALITY	: INDIAN
NATIVE PLACE	: UDUPI, KARNATAKA, INDIA
MARITAL STATUS	: SINGLE
RELIGION	: CHRISTIAN (CATHOLIC)
PASSPORT NO	: P2578097 (Valid Till 04/04/2026)
VISA STATUS	: VISIT VISA (Valid Till 13 th Jan 2022)
COVID VACCINATION	: FULLY VACCINATED WITH COVISHIELD
LANGUAGES KNOWN	: ENGLISH, HINDI, KANNADA, KONAKNI and TULU

SKILLS	
PROFESSIONAL SKILLS	: Quick Learning, Communication, Leadership and Team work, Problem Solving, Ability to work under stress, Proactive Person
COMPUTER SKILLS	: MS Office, Tally 9, ICOMS and SPSS
INTERESTS	: Playing Cricket, Learning New things, listening to Music

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief.

PLACE: Dubai

DATE

Joyston Mendonca