

# RESUME

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## Career Objectives:

To seek a challenging position, where I can learn and explore my talents and also works towards organizational growth.

## Work Experience:

**Company:- ESS GEE TECHNICAL SERVICES L.L.C**

**Designation :-Accountant cum Supervisor.(From January 2021 to January 2023)**

### **Responsibilities :-**

- Preparing financial documents such as invoices, tax filings and monthly account statements.
- Managing the flow of petty cash by recording all cash transactions .
- Maintaining of Staff attendance and preparing monthly salary sheet.
- Preparing Bill of Quantities and Payment Certificates.
- Updating purchase invoice and sales invoice on daily basis
- Reconciling bank statement
- Submitting the account statements on monthly basis to the management
- Maintaining the Sub Contractors details and payments.
- Preparing Project wise cost report and submit it to the management .
- Supervising the working sites and provide required material
- Purchasing and Maintaining of Materials and Labors

**Company:- Ramee Group Of Hotels & Resorts UAE**

**Designation :-Night Auditor.(From February 2019 to January 2021)**

**Responsibilities :-**

- Perform night audit of hotel and outlet for revenue as per existing procedure.
- Prepare pre post room revenue report audit and assess adjustment after revenue posting.
- Perform adjustments and corrections and rectify all computer problems that occur during night shifts.
- Prepare daily balance sheet of all revenue and settlement accounts every night and file up details for reference.
- Identify and resolve all guest complaints and problems.

**Company:- Matahaari Night Club, Mumbai(B&R Leisure Pvt Ltd.)**

**Designation: -Store Keeper.(from July 2017 to August 2018)**

**Responsibilities:-**

- Purchasing and issuing of Goods and Raw materials as per the requirements
- Post all invoices using Material management system.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Conduct physical stock audits on a regular basis And the physical count to be tallied with the inventory count from the Material Management System

**Academia :**

| <b>Examination</b> | <b>Board/University</b>                         | <b>Institution</b>               | <b>Year of Passing</b> | <b>% of Marks</b> |
|--------------------|---|----------------------------------|------------------------|-------------------|
| BCOM               | Mangalore University                            | M.S.R.S College ,Shirva          | June 2015-16           | 71.16%            |
| PUC                | Department of Pre –University Education         | Hindu Junior College , Shirva    | March 2012-13          | 79.33%            |
| SSLC               | Karnataka Secondary Education Examination Board | Hindu Junior High School, Shirva | March 2010-11          | 64.64%            |

**Technical Skills:**

- Proficient with MS-Office
- Proficient with Excel

### **Extra Curricular Activities:**

- Participated in Inter college fest.
- Conducted inter class fest.
- Attended NSS training camp
- Attended NCC training camp

### **Personal Skill:**

- Good oral communication
- Ability to adjust with different kinds of people.
- Patience listener
- Commitment towards work

### **Hobbies:**

- Market Study
- surfing in internet
- Playing cricket
- Swimming

### **Personal Profile**

Name : Ajay Mendonca  
Date of Birth : 31/07/1995  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
Language Known : Kannada, English, Hindi, Konkani & Tulu.  
Passport Number : S4311979  
Expiry Date : 25/06/2028  
Visit Visa expiring on : 16/07/2023

### **Declaration:**

I hereby declare that the following information furnished by me is true to best of my knowledge.

Place:

Date:

Ajay Mendonca