

JOSVITA SONIA MENDONCA

ACCOUNTANT / ADMIN

OBJECTIVE

To further develop my career in a professional organization where I can maintain a challenging position. I want to apply my strength of creativity, initiative and experience to my roles so that I can benefit from my employment and the employer can benefit from my achievements.

WORK EXPERIENCE

KANCHAN & CO | Accountant

JANUARY 2021- JANUARY 2023

- Reconcile invoices.
- Maintaining bills and documents.
- Enter financial transactions into internal database.
- Filing GST Returns and Income Tax Returns.
- Process reimbursement forms.
- Prepare bank deposits.
- Create and update expense reports.
- Maintain digital and physical financial records.

EDUCATION

Mahatma Gandhi Memorial College (2017- 2020)
Mangalore University, Bachelor of Commerce

Jnanaganga P.U. College (2017)
Department of pre-university Education , Bangalore)

ST. Lawrence English Medium High School (2015)

Certifications

- Post Graduation Diploma In Computer Application (PGDCA) in the year 2020 and awarded with grade A+.
- SAP Finance & Controlling (FI-CO) Power User Course on December 2022



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COMPUTER SKILLS

- Tally ERP9
- MS-Excel
- MS-Word Document
- MS-Power Point

LANGUAGES

- English
- Hindi
- Kannada

Visa Status: Visit Visa