

CURRICULUM VITAE

JOYCE LINET RODRIGUES

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Career Objectives:

To work in a challenging environment that provides ample opportunities & aids in professional, personal development, besides establishing an outstanding career for my personal advancement.

Profile summary:

- **Master of Commerce & Management (M.COM) (in Banking Specialization)**
University College Mangalore, India
- **Bachelor of Business Commerce & Management (B.COM)**
St. Philomena College Puttur, India
- **Pre-University College (Grade 11-12)**
St. Philomena College, Puttur, India
- **Work Experience – SOBHA LTD**

Educational Qualification:

<u>Course</u>	<u>Year</u>	<u>Institute/College</u>	<u>University/Board</u>	<u>% of Marks Obtained</u>
MCOM	2017	University College Mangalore	Mangalore University	74.00%
BCOM	2014	ST. Philomena College ,Puttur	Mangalore University	79.74%
PUC	2011	ST. Philomena College ,Puttur	Department of Pre University Education Examination Board	84.16%
SSLC	2009	ST. Victors Girl's High School, Puttur	Karnataka Secondary Education Examination Board	68.80%

Computer Skills:

- Good knowledge of MS Office (*Word, Excel, Access Power Point*)
- Proficient in Tally ERP-9 , R-Construct (ERP module)
- Good knowledge of Advance Excel

Work Experience :

Organization : SOBHA LTD
Tenure : 17/09/2017 TO 11/12/2019
Designation : Finance Executive
Role : General ledger

Role & Responsibilities:-

- Processing the Entries in R-Construct (ERP Module) after analyzing accounting process.
- Posting of Client Receipt Vouchers in ERP
- Processing Account Receivable Bank Payment and Bank Receipt Vouchers.
- Processing Vouchers to take DD's for Stamp Duty & Registrations
- Processing cash payment & cash receipt vouchers.
- Preparing bank reconciliation

Account Payables

- Preparation of Land Payments and various legal payments i.e. land registration, Brokerage, Professional Charges etc.
- Monitoring & controlling day to day Accounts Payable activities.
- Processing the vendor payment and all corporate head payments through online

Extra Curricular Activities:

- Was a Volunteer of 'FACULA' Commerce /management Fest held at ST. Philomena College
- Won second place in Marketing event of National level management fest held at Barkur(2017).
- Won second place in 'Finger Tip' (app launch) held at Sacred Heart College Madanthyar (2017).

Competencies:

- Willingness to experimental and learn new things.
- Good communication skills.
- Ability to ease the building of inter-personal relationships.
- Quick learner and adaptable to changes
- Honest, dedicated and commitment towards the work.
- Good in computer soft skills
- Keens on taking Initiatives.
- Innovative Problem Solver who can generate workable solutions and resolve complaints
- Resourceful Team players who excels at building trusting relationships with customers and colleagues.

Personal Details :

Husband Name : Wilroy Dsouza
Date of Birth : 09-08-1993
Sex : Female
Nationality : Indian
Religion : Roman Catholic
Marital Status : Married
Languages Known : English, Hindi, Kannada and Konkani
Passport No. : M3253980

Declaration :

The above stated are true to the best of my knowledge and the documents to validate the above mentioned would be available when required.

Place : BAHRAIN

JOYCE LINET RODRIGUES