



Melita Reshma Rodrigues

Accountant

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Career Objective

To secure a responsible career opportunity to fully utilize my skills, while making a significant contribution to the sources of the company.

Course and Training

Course/ Trainings	Institute /Provider
Master of Commerce (Distance Education)	Mangalore University (Awaiting results)
Banking & Competitive Exams	Padua College of Commerce & Management
Bachelor of Commerce	Padua College of Commerce & Management
Diploma in Computer Applications	St. Fidelis Commerce Institute
Certified in Indian & International Accounting	MICE Institute
Pre-University College	Padua Pre-University College
SSLC	St. Joseph Eng. Med. High School

Previous Employment

Employer: St. Aloysius College (Autonomous) Mangalore.

Accountant (September 2018 – December 2021)

Responsibilities include:

- ✓ Maintaining overall books of accounts in tally ERP 9 software.
- ✓ Accounts receivable, including processing payments, producing statement of accounts, accounts reconciliation when required.
- ✓ Preparing salaries of all the staffs and crediting to their respective accounts.
- ✓ Payment of Professional Tax to the Government.
- ✓ Calculation and Paying off Provident Fund and ESI to employees.
- ✓ Providing monthly compliance reports every month.
- ✓ Preparing Requisition for next month's expenses.
- ✓ Helping in Budget Preparation and Fee structure.
- ✓ Classifying expenses and revenues and adjusting them according to the budget.
- ✓ Maintaining Fee Reconciliation Statement at the end of every year.
- ✓ Assisting in Audit in solving their queries.
- ✓ Dealing with employees of the college in their queries.
- ✓ Perform general office duties.
- ✓ Handle escalations smoothly.

Personal Skills

- ❖ Strong inter- personal and communication skills
- ❖ Hardworking and Patience
- ❖ Honest disciplined and well-organized work habits with ability to function effectively

Personal Details

Date of Birth	:	29 th August 1997
Nationality	:	Indian
Sex	:	Female
Marital Status	:	Single
Language proficiency	:	English, Hindi, Kannada & Konkani
Joining Date	:	Immediate
Visa	:	Visit Visa

I hereby attest that the above information is true & correct according to the best of my knowledge.

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Melita Reshma Rodrigues.

Date:/...../.....