



MERVIN ROYAN RODRIGUES

Audit Assistant Accountant

About Me

Dependable accounting professional acknowledged for reliability, Integrity and quick-learning ability. Highly skilled with an eye for identifying and correcting errors. Enthusiastically seeking role in which work ethic and resourceful nature will be highly valued.



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mervinroyanrodrigues@gmail.com



Al Fahidi, Bur Dubai, UAE

LANGUAGE

- English
- Hindi
- Kannada

EXPERTISE

- Documentation and Reporting
- Self motivated professional
- Strong Communication skills
- Confidentiality
- Bookkeeping
- Problem solving

EXPERIENCE

Audit Assistant / CA Articleship

HL RAO AND ASSOCIATES

Nov 2022 TO Oct 2023

- Maintaining overall books of accounts in Tally ERP 9 Software
- Invoice booking as per the terms and policy.
- Account receivable, Processing payments, Producing statement of accounts
- Bank reconciliation and auditing
- Assisting in audit
- Preparing balance sheet, P&L account on yearly basis
- Filing GST as per regulation of government website
- Performing office general duties

EDUCATION

Bachelor of Commerce

Institution : St Aloysius College, Mangaluru
(Autonomous)

Year of graduation : 2022

CERTIFICATION

- MS EXCEL and MS EXCEL Advance

78 %
- GCC VAT using Tally

81 %