



# Royce Rodrigues

Accounts & Finance Professional  
UAE & QATAR DRIVING LICENSE

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Dubai, United Arab Emirates



Finance with 15+ years of experience professional working for multinational companies . I have extensive experience with the various aspects of payroll, accounts payable, and accounts receivables . I am a highly motivated, efficient, organized, and detail- oriented individual who is interested in and can easily adapt to a new industry and new technologies. I am enthusiastic to expand my career and share my knowledge and hard work with an established international company.

## WORK EXPERIENCE

### Accounts Executive

Pidilite MEA Chemicals L.L.C

07/2020 - 07/2023,

DUBAI, UNITED ARAB EMIRATES

#### Achievements/Tasks

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures.
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Collect billing data from clients based on the guidance given by the management system
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Assist the executive team with collections on past due accounts.
- Ensure that credit limit controls and procedures are observed.
- Provide customer support to customers with disputes or inquiries concerning invoices or billing process while initiating customer accounts reconciliation and obtain monthly confirmation of the Outstanding balances.
- Summarizes receivables by maintaining invoice accounts; verifying totals; preparing monthly Outstanding report.
- Verify discrepancies by and resolve clients' billing issues.

### Payroll Officer

J.P.Lighting Gallery

05/2010 - 01/2020,

BANGLORE, INDIA

#### Achievements/Tasks

- Design, document and implement procedures to improve payroll process.
- Payroll Processing-Processing and auditing semi-monthly and weekly payroll cycles for exempt and non- exempt employees in a multi-state environment .
- Demonstrated ability to meet deadlines, handle multiple priorities and perform job responsibilities accurately with minimal supervision.
- Prepare and submit all necessary paperwork for deduction, benefits, etc.
- Conduct regular audits on payroll procedures and records.
- Analyze Salary/Compensation related data including wages.

## SKILLS

Payroll Management

Problem Solving

SAP S/4 HANA

Reconciling

Accounts Payable

Collection Management

Management Skills

Account Receivables

Excellent soft skills

Compliance knowledge

Cash Management

## HONOR AWARDS

SAP S/4 HANA

PIDILITE MEA CHEMIALS LLS

- Implementation of SAP S/4 HANA

## LANGUAGES

ENGLISH

Native / Proficiency

Hindi

## TECHNICAL SKILL

SAP S/4 HANA

SAP BUSINESS ONE

TIME WORKS-PAYROLL

MS-OFFICE

OFFICE-365

ACCPAC

## INTRESTS

Cycling

Languages

Music

Swimming

Travelling

## WORK EXPERIENCE

### Accountant

Chicago Bridge & Iron Company (CB&I) -(Formerly know as -MC Dermott Inc)

09/2008 - 04/2010,

RAS-LAFFAN,QATAR

#### *Achievements/Tasks*

- Managed payroll for 1,000+ personnel (both Project team & Site crew), on monthly basis.
- Communicated effectively with all staff responding to their request and inquiries related to payroll information.
- Processed payroll changes for new hires and terminations ensuring accuracy and timeliness of the process.
- Timely process of Monthly Payroll and submission of the Reports to corporate Payroll Team as per the deadlines.
- Gave suggestions to the management for the policy and procedure updates and refreshers related to payroll management and its financial aspects.
- Timely prepared, verified and reconciled monthly, quarterly and yearly ad hoc,accruals and allowances reports (related to payroll management).
- Accurately compiled, examined and scrutinized payroll costs and calculated reimbursable expenses, organized files, accounts, ledgers, records, employee books and other payroll documents.
- Generation and distribution of e-Payslip.
- Processed manual checks and reconciliation.

### Accounts Payables & Payroll

Descon Engineering

09/2004 - 05/2007,

ABUDHABI,UNITED ARAB EMIRATES

#### *Achievements/Tasks*

- Handling supplier payments accurately and timley manner with proper due ,diligence checks and validation.
- Booking of Invoices & Payment of Suppliers and Sub-Contractors.
- Receiving, coding & posting of purchase invoices with a high degree of accuracy.
- Responsible for the management of all purchase invoices including ,ensuring they are appropriately authorized and allocated to the correct department.
- Matching invoices to appropriate purchase order and line item detail.
- Analyzing of Project-Preparing Analytical study of project wise Summary report.
- Managed payroll of 1,200+ personnel (both project team & Site crew), on monthly basis.
- Computation of Staff Overtime and process the same in monthly Payroll.
- Daily cash management – monitor cash position daily to ensure all accounts are adequately funded .

## EDUCATION

### BACHELORS OF COMMERCE

Manglore University-INDIA

05/2004,