



Akshatha Mendonca

Procurement and Logistics officer

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Dubai, United Arab Emirates

WORK EXPERIENCE

Procurement and Logistics officer

Cloud box Technologies

01/2021 - 02/2025

Dubai, UAE

Senior Accountant

Cloud box Technologies

8/2019 - 12/2020

Dubai, UAE

Principal operations specialist

EMC Corporation

7/2013- 8/2015

Bangalore, India

Senior Financial operations specialist

EMC Corporation

10/2011 - 7/2013

Bangalore, India

Financial operations specialist

EMC Corporation

12/2009 - 10/2011

Bangalore, India

EDUCATION

○ Company Secretary (Executive level)

Institute of company secretaries of India

2010

India

○ B.com

Mangalore University

2007

India

SNAPSHOT

Profile Summary

Overview

- Highly motivated and results-driven Professional with **Ten (10)** years of experience in Logistics, Procurement, and financial operations.
- Looking forward to being a part of an organization in the roles of Procurement Executive and Supply Chain Specialist.
- Proven track record of overseeing operations, optimizing processes, and driving profitability within fast-paced environments.
- Adept at motivating teams to achieve ambitious goals while ensuring high efficiency and customer satisfaction.
- Expert in inventory management, and strategic planning for seamless operations and timely delivery.
- Strong communicator with a talent for building relationships with stakeholders at all levels.
- Dedicated to continuous improvement and implementing innovative solutions to enhance operational effectiveness.
- Leads risk mitigation, while driving supply chain strategies for end-to-end pipeline management and supply planning.
- Contributing solutions to performance issues and high freight costs.
- Ability to manage multiple projects simultaneously with a high degree of accuracy.

TECHNICAL SKILLS

Logistics and Procurement Management

Distribution management, Operational management, Shipping & Receiving Operations, Logistics Analysis, Product Management, Project Management, Strategic Sourcing, Account Management, Cost Reduction, Supplies Inventory, Logistics Processes, Procurement Management, Shipment Coordination, Vendor Relationship Management, and Daily Operations Management.

Supply Chain

Performance tracking, Supplier Negotiation, Delivery Scheduling, Price Negotiation

DETAILED WORK EXPERIENCE

Procurement and Logistics officer - Cloud box technologies

(01/2021 - 02/2025)

- Place purchase orders in line with the purchasing schedule.
- Establish strong relationships with national and international suppliers, negotiating favorable terms and conditions to optimize procurement processes.
- Analyze market trends and conduct cost analyses to identify savings opportunities, successfully reducing procurement costs while maintaining quality standards.
- Coordinate with partners to confirm that stock complies with quality standards.
- Communicate with the relevant department regarding any issues such as delays, pricing discrepancies, quality concerns, or volume adjustments.
- Manage, review, and authorize all necessary documentation, including invoices and certificates, ensuring full traceability of products.

Senior accountant - Cloud box technologies LLC (08/2019 - 12/2020)

- Verify and input payroll data to ensure accurate and timely monthly processing of employee payments via the Wage Protection System (WPS).
- Manage and reconcile petty cash accounts.
- Analyze customer account details, identifying non-payments, delayed payments, and other irregularities.
- Post journal entries, receipts, credit notes, and other necessary adjustments, while maintaining ledgers and balancing the books.
- Prepare monthly financial statements, including income and expense reports.

Principal operations Specialist - EMC Corporation (07/2013 - 08/2015)

- Assist in preparing monthly, weekly, and other periodic financial reports, including Profit & Loss statements and Balance Sheets.
- Analyze customer account details to identify non-payments, delayed payments, and other irregularities.
- Post journal entries, receipts, credit notes, and other required adjustments, while maintaining ledgers, balancing the books, and preparing monthly financial statements of income and expenses.
- Retrieve and process bank statements daily using tools such as Citrix, Citi-Direct, bank websites, and banking applications to provide a clear picture of daily cash collections and applications for the EMEA and APJ regions.

Senior Financial operations Specialist - EMC Corporation

(10/2011 - 07/2013)

- Responsible for daily report extraction from SAP (previously Oracle) and generating invoices. Tasks include posting and mailing invoices according to customer requirements, adhering to the company's set timeframes for the Ireland and Israel regions. Responsibilities later expanded to cover regions including India and parts of the Middle East.
- Overseeing Debit & Credit Memos, New Deal & Velocity rebates, prompt payment discounts, and bank charges for the EMEA region.
- Responsible for performing month-end bank reconciliation by passing journal entries, completing necessary templates, and sending them to the In-country AR Manager for month-end closure approval.
- Preparing Dash board reports for the team on daily, weekly, monthly & quarterly basis. Preparing Tactical deck & taking tactical calls.

Financial operations Specialist - EMC Corporation

(12/2009 - 10/2011)

- Responsible for cash reconciliation by matching the Applied & Unapplied Registers with the Receipt Register, Unapplied Register, and Transaction Register.
- Responsible for performing month-end bank reconciliation by passing journal entries, completing necessary templates, and sending them to the In-country AR Manager for month-end closure approval.
- Monitoring daily Invoicing & cash application process & also crosschecking to eradicate errors & ensure invoices reaching to customer as per customer requirement file.

SKILLS

- Effective leader
- Enthusiasm
- Innovative
- Customer Service
- Attention to detail
- Proactive
- Time management
- Adaptability
- Negotiation and persuasion
- Interpersonal communication skills
- Leadership and strategic vision
- Organizational and strategic planning
- Fast Learner
- Multitasking
- Cross-functional team management
- Flexibility
- Strong decision making
- Professionalism and strong work ethics

IT SKILLS

MS Office

- MS Word
- MS Excel
- MS Outlook
- MS PowerPoint

Work Related Packages

- SAP
- Oracle
- Zoho Books / CRM
- Tally

INTERESTS

Reading

Travelling

Music

PERSONAL DETAILS

Availability/Notice Period: Immediate
Nationality: Indian

Language: English, Hindi, Kannada , Tulu & Konkani