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CHRISTEN ROMONA PINTO

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OBJECTIVE

To work in an organisation which can provide me with varied opportunities to expand my knowledge and improve my innovative, integrity and learn and grow while working towards the organizational goals.

SKILLS

- Tally ERP 9 & GST
- Microsoft Office, Excel Suite
- HTML
- Business Acumen
- Perseverance and Motivation
- Analytical Ability
- Financial Reporting
- Resilience
- Communication

EXPERIENCE

Rai & Associates (Chartered Accountants)

29 Oct 2022 - 29 April 2023

Accounts Trainee

- Tally ERP 9 & GST.
- Preparing receipts & payments, income & expenditure & balance sheets.
- I.T Computation of individuals/companies.
- Filing GSTR - 1, 2B & 3B.
- Filing quarterly TDS returns.
- Passing TDS entries by downloading form 26 AS.
- Microsoft Excel.
- Auditing @ NITK.
- Income Tax filing of individuals using Winman CA ERP Software.

K Ashok and Co. (Chartered Accountant)

May 2019 - June 2019

Accounts and Taxation Intern

- Filing quarterly Tax Deducted at Source (T.D.S).
- Filing GSTR 3B.
- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Handling sensitive or confidential information with honesty and integrity.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.

EDUCATION

St.Aloysius College

Passing Year - 2018

Bachelor's in Commerce

St.Aloysius College

Passing Year - 2020

Master's in Commerce

LANGUAGES

- English - Advanced
- Hindi - Intermediate
- Kannada - Intermediate
- Konkani - Intermediate

NATIONALITY

Indian

CERTIFICATES & COURSES

- Completed Online Course on Udemy "Finance & Accounting for Management Consultants and Analysts."

THESIS/PAPERS PRESENTED

- Participated as a delegate in the National seminar on Banking before and after Nationalization.
- Participated as a delegate in the National seminar on Financial Reporting and Analytics.
- Participated as a delegate in the National seminar on India in the Web of Digitalisation.
- Participated and presented a paper titled Ethics in Corporate Governance with Reference to Business Organisation.