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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

LANGUAGES

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

EXPERIENCE

Asia Pacific World School

18 Aug 2023 - 10 Jan 2024

Accounts Officer

- Tally ERP 9.
- Preparing Daily Fee Collection & Daily Cash Report.
- Passing Journal Entries of Fee Collection & Fee Booking as on same date.
- Passing Journal Entries for special fee.
- Preparing salary for the staff on monthly basis & updating it on Microsoft Excel.
- Updating the bank statement & checking whether the payments of Fee Collection is done online so that the receipt can be raised for each & every transaction.
- Checking mails for payment of fees.
- Sending reminder for parents for payment of fees.

Rai & Associates (Chartered Accountants)

29 Oct 2022 - 29 April 2023

Accounts Trainee

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

K Ashok and Co. (Chartered Accountant)

May 2019 - June 2019

Accounts & Taxation Intern

- Filing quarterly Tax Deducted at Source (TDS).
- Filing GSTR 3B.
- Preparing financial reports, such as balance sheets and income statements, & invoices.

EDUCATION

St. Aloysius College

Passing Year - 2018

Bachelor's in Commerce

St. Aloysius College

Passing Year - 2020

Master's in Commerce

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.