

Ancilla.

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Career Profile  
Objective:

To work in an organisation which uses my knowledge and skill for the development of its growth, while giving me the opportunities to educate, enrich and explore myself.

Profile:

 Excellent coordinating skills and strong aptitude for problem solving and analysis

 Ability to liaise with different teams with diverse requirements and deliver keeping   
 their operational constraints intact

 Intermediate knowledge of Microsoft Excel, Word.  Proactive and multitasking Skills

 Excellent written and communicating skills, Phone/email etiquette

Work Experience :

Company name : Bernhard Schulte shipmanagment company

Job role : Trainee accountant

Experience : 6 months

Preparing Statement of Account.

 Job profile included Invoice checking according to the quotation finalised with   
 supplier.

 Payment voucher entry in system.

 Creating debit note for discount provided if any.

 Creating debit note for any miscellaneous charges.

 Entering invoice details in vessel information.   
 Filing invoice after payment.

Educational Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | Institute | Board | Year |
| T.Y.B.COM | Model college | University of Mumbai | 2014 |
| H.S.C | St. Mary’s junior college | Maharashtra State Board | 2011 |
| S.S.C | St. Mary’s English school | Maharashtra State Board | 2009 |

Additional Qualification:Computer skills:

 MS-CIT(2011),   
Tally

MS office

Advance Excel   
SQL

 MS outlook   
MS access

Hobbies:

 Cooking.   
 Gardening.

 Listning to music.

Abilities:

 Self Confidence

 Willing to work hard

 Ability to work in team as well as individual

Personal Details

 Visa status : On visit visa till 3rd July 2015