**Mellissa**

[**Mellissa.381950@2freemail.com**](mailto:Mellissa.381950@2freemail.com)

**BBS (BFS)| MBA (Finance & Marketing)**

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**KEYWORDS**

Responsible, Analytical, Creative, Trained, Dedicated, Team Player, Organized, Competitive, focused, optimistic, versatile, BBS, Goa University, MBA, Bangalore University

**CAREER OBJECTIVES:**

To work in an environment, where I can enrich my knowledge to obtain a position of responsibility to utilize my skill and experience to contribute qualitatively to the growth of the organization.

**JOB DETAILS**

**KPMG (Global Delivery Center) - Bangalore**

**Tax Associate – (Tax Department)**

 **Individual Income Tax**

**July 2016 – May 2018**

**Researching and analysing** the individualcitizens or residents of the United States of America based on variousstandards (filing status, exemptions, income, adjusted gross income, tax and credits, other taxes and payments) to file an annual income tax returns.(Form-1040).

* **Business Income Tax**

**Researching and analysing** corporations, partnerships and trusts of 52 states of USA. Working on forms 1120,1120S and1062.Work on GORS, K-link papers, Partnertracker, Partnertool Softwares.

**Audit Associate**

Fully trained for auditing in Mutual Fund and Insurance sectors. Worked on FSMA (auditing total assets and liabilities).

**INTERNSHIP:**

***S A Financial Services - Margao-Goa*** ***November 11, 2013 to February14, 2014***

Conducted a secondary study on “A Study on Fixed Maturity Plan with Special reference to double indexation” Performed mock trading sessions and handled customer queries. Underwent frontline Sales and Administrative Training.

**EDUCATIONAL HISTORY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Education / Degree** | **University (India)** | **Grade** | **Percentage** |
| 2016 | MBA | Bangalore University | First class distinction | 70 |
| 2014 | BBA | Goa University | Distinction | 78 |
| 2011 | HSSC | Goa Board | First class | 66 |
| 2009 | SSC | Goa Board | First class | 64 |

|  |  |  |
| --- | --- | --- |
| Diploma in E-Finance | B | 79 |
| NSE’s certification in financial markets (NCFM) |  | 73.75 |
| IRDA Licensed |  |  |

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**CO-CURRICULAR RESPONSIBILITIES:**

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Led the **BBS Club of BIZZ BUZZ 2012** an inter college management, media and cultural fest.

Was a part of **ODESYS** Inter College Fest organized by Garden City College, Bangalore.

Participated in debate and portfolio management in **Gardenia** - an Inter College Fest.

**ACADEMIC PROJECTS AND PAPERS:**

* Conducted a secondary study on **“A Study on Fixed Maturity Plan with Special reference to** **Double Indexation”**
* Conducted a secondary study on **“Investment perception towards gold in comparison with other investment** **avenue”**
* Attended an investor awareness program on **“Understanding Capital Markets”** organised by the ICSI-centre for Corporate Governance, Research And Training (CCGRT)
* Participated seminar on **“Overview of Indian Capital market”**

**AWARDS AND ACHIEVEMENTS:**

* Obtained distinction and first rank in **Bachelors Of Business Studies**(Financial Services) in 2014 at Goa University
* **Won Late Nilkant Keshar Shenvi Kakodkar scholarship** for securing highest marks at BBS
* **Won Shri G.M Daivajna** prize for highest marks in direct and indirect taxes in the Academic Year 2012-13
* Secured first rank at SYBBS
* **Won Shri G.M.Daivajna** prize for securing highest marks in essentials of accounting in the Academic Year 2011-12
* Secured first rank at FYBBS

**PERSONAL INFORMATION:**

**DOB:** October 17, 1993 **Marital Status:** Single

**Nationality:** Indian

**Languages Known:** English ,Hindi, Portuguese and Konkani.

**Interest/ hobbies:** Cooking, Gardening and Go-Karting.

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