**Frenton**

Email:

frenton.388259@2freemail.com

**OBJECTIVE:**

To secure a challenging position in a reputed organization, where I can apply my skills and knowledge for the benefit of the organization, where I can thrive personally and professionally.

**STRENGTHS:**

Energetic, efficient, hard working, punctual, creative, innovative, cheerful person with honesty, integrity and self confidence. Ability to plan and prioritize work, work under stressful situations, work independently as well with the collaborative team. Skilled in time management, leadership skills, self motivated and adaptable to any kind of situation along with effective oral and written communication skills. Willingness to learn new skills and techniques, communicate my thoughts in a convincing manner.

**EDUCATIONAL QUALIFICATION:**

* **Master of Commerce:** A Graduate from St. Agnes College (Autonomous), Mangaluru(Affiliated to Mangalore University) in the year 2017.
* **Bachelor of Business Management:** A Graduate from Rosario College of Management Studies,Cathedral, Mangaluru (Affiliated to Mangalore University) in the year 2014.

**WORK EXPERIENCE:**

**Worked as an Accounts Supervisor at Prabhu Associates (Commercial Accountants and Tax Practitioners) since 18/06/2013 to 30/06/2015 as well from 10/06/2017 to 25/01/2019**

**Job Responsibilities:**

* Updating and filing of VAT and GST returns (GSTR 1, 2 and 3B) and conducting VAT and GST audits.
* Managed and maintained books of accounts.
* Regular visit to the concerned departments for appeals and audit related works.
* Bank Audit Assignments and Internal Audit of Companies.

**SUMMER INTERNSHIP:**

Organization: CA Madhav Shenoy & Co

Area of Project: Manufacturing and Banking Industry

Project Description: Vouching, Stock Auditing, Bank Auditing

Tenure: 2 Months (04/05/2016 to 02/07/2016).

**ACHIEVEMENTS / AWARDS:**

**ACADEMIC**: A Project on Hector Beverages: Paper Boat–Consumer Awareness and Consumer Preferenceswith special reference to Mangaluru at the Post Graduate Level.

**COMPUTER SKILLS:**

MS Office, Windows, Tally ERP, Oddo ERP

**WORKSHOPS / CONFERENCES / INTER - COLLEGIATE FESTS:**

**Workshops Attended:**

* Enhancement on Employability Skills.
* Personality Development.
* Symposium on Design Thinking “ANVEEKSHA-2015”.
* Management Development Programme “ENTREPRENEURSHIP DEVELOPMENT”.

**Conferences Attended:**

* 5TH International Conference on Managing Human Resources at the Workplace was organized by SDMIMD, Mysuru.
* National Conference on Financial Inclusion – Opportunities and Challenges was organized by Milagres College Kallianpur, Udupi District, Karnataka.
* CONGRUENCE – 2016 National Conference on “MANAGEMENT MYOPIA in the 21st Century” was organized by the Post Graduate Department of Commerce at St. Agnes College (Autonomous), Mangaluru.

**Inter - Collegiate Fests Attended:**

* “SHRESHTA - 2016” National Level Management Fest organized by SDM Post Graduate Centre for Management Studies and Research, Mangaluru.
* “RENDITION – 2016” National Level Paper Presentation Contest and Productive Dialogue was

organized by Department of Business Administration, St. Joseph Engineering College, Vamanjoor, Mangaluru.

**POSITIONS OF RESPONSIBILITY:**

* National Cadet Corps: Junior Division: 2005 - 2007, Senior Division: 2008 – 2011.
* Vice-President of Indian Catholic Youth Movement, Cascia Unit for the year 2013 – 14.
* Assistant Event Co-ordinator for the Finance Event at “AGNITE 2016” Inter – Collegiate Commerce fest organized by St. Agnes Centre for Post Graduate Studies and Research (Autonomous), Mangaluru.
* Technical Head and Session In-charge for “CONGRUENCE 2016” – A National Level Conference on Management Myopia in the 21st Century at St. Agnes College, (Autonomous), Mangaluru.
* Event Co-ordinator for ICE – BREAKER session at “AGNITE 2017” Inter – Collegiate Commerce fest organized by St. Agnes Centre for Post Graduate Studies and Research (Autonomous), Mangaluru.
* President of Indian Catholic Youth Movement, Episcopal City Deanery for the year 2017 -2018.
* Currently appointed as Public Relations Officer (P.R.O) of Indian Catholic Youth Movement, Central Council, Mangalore Diocese for the year 2018 – 2019.

**PERSONAL DETAILS:**

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| Nationality | : | **Indian** |
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| Languages Known | : **English, Hindi** |
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