

**ADLIN**

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***Seeking for a suitable position in the field of Accounting***

***CAREER OBJECTIVE***

To be successful in the field assigned, by working hard and true to my conscience, for the elevation of the organization as well as for my personal growth.

***CAREER CONTOUR***

* Worked for a period of **6 months** from 01-01-2019 to 20-06-2019 as a **Technical Associate.**

**Role description:**

* Voice and non-voice process.
* Handling US and Canadian users.
* Troubleshooting steps with regard to CISCO jabber/lotus notes/CISCO phones etc.
* Worked on web tickets.
* Coordinating with team lead and solving the issues of users.
* Level one support to internal IBM employees.
* Creating templates and escalating the issues to level 2.
* **ISDC Mangalore:**

**Internship** for two months as an ACCA Counselor dated 01-05-2018 to 31-05-2018 and from 01-05-2017 to 31-05-2017.

**Role description:**

* Counseling students with regard to ACCA qualification.
* Presentation and seminars on ACCA qualification in colleges like St. Agnes, St. Aloysius in Mangalore.
* Helping them to open ACCA personalized accounts.
* Helping students in enrolling and assisting them in all admin related works.
* **Friends Mini Mart/Friends International** **Mangalore:**

Worked for Nine months dated 01-08-2017 to 31-04-2018.

**Role description:**

* Booking fight tickets for customers.
* Assisting customers with issuing and renewing passports/pan cards.
* Preparing promotional materials and displays for pay2cart products.
* Promoting and marketing the business.
* Maintaining inventory and inventory records.
* Handling the billing section and managing overall store.
* **Chartered Accountant (Rodriguez and D’souza):**

**Internship** for one month dated 20-06-2016 to 09-07-2016.

**Role description:**

* Vouching and auditing.
* Preparing Income and expenditure account.
* Filing tax returns for customers.

***ACADEMIC CREDENTIALS***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/course** | **Institution** | **University/Board** | **Year of passing** | **Aggregate** |
| B.COM | St. Agnes Autonomous college, Mangalore. | Autonomous  (under Mangalore University) | 2015 | 88% |
| PUC | C.K.T College  New Panvel  Maharashtra,  Mumbai. | Maharashtra State Board of Secondary and Higher Secondary Education, PUNE. | 2012 | 75% |
| SSLC | A.V.B  Phadke Vidyalaya  Maharashtra, Mumbai. | Maharashtra State  Board, PUNE | 2010 | 76% |

***PROFESSIONAL QUALIFICATION***

Pursuing ACCA (Association of Chartered Certified Accountant) – successfully completed 12 Papers. 2 more papers to be completed.

***SKILLS AND TRAININGS***

# Computer skills:

* **2** yrs course in ERP (Enterprise Resource Planning Software).
* Tally Basics, Microsoft word, excel and power-point.

**Other skills**:

* Attended Intercollegiate and regional level workshops on personality development.
* Volunteered in National level Intercollegiate Fest in ST. Agnes College.
* In charge of library section for 1 year.
* Active member of community service.

***AREAS OF STRENGTH***

* Friendly, outgoing personality, easily adjustable to situations.
* Positive approach.
* Good communication and Interpersonal skills.
* Futuristic thinking and planning ahead.
* Meeting deadlines well within the time limit.
* Problem solving ability and good analytical skills.
* Good listener, capable of working in a team/self starter.
* Willingness to handle responsibilities, facing challenges.

***PERSONAL DOSSIER***

**Date of Birth** : 12th January 1995

**Gender** : Female

**Marital Status** : Single

**Nationality** : Indian

**Religion** : Christian (Roman Catholic)

**Linguistic Abilities :** English, Hindi, Marathi, Kannada & Konkani

**Hobbies** : Listening to music, dancing, trekking.

**Visa :** Visit Visa valid till 22nd September 2019.

DECLARATION

I hereby declare that all the details furnished above are true and correct to the best of my knowledge. I assure you that I shall prove to be an asset to your prestigious establishment. (Adlin)