***CURRICULAM VITAE***

**Nelson**

**Nelson.84298@2freemail.com**

**Career Objective:**

To seek a long- term, enriching career opportunity where the job demands challenging efforts and innovative talents in a professionally managed organization. Strong functional abilities, highly competitive by nature. Capable of venturing into new areas.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of Institutions Board/University** | **Year of passing** | **Grade / Result** |
| Chartered Accountant(IPCC) IntegratedProfessionalCompetence Course | Institute of CharteredAccountants of India (ICAI) | Now Pursuing |
| B.com | Mangalore University | 2012 | First Class |
| P.U.C – Commerce | PUC Board | 2009 | First Class |
| S.S.L.C | Secondary Board | 2007 | First Class |

**Professional Qualification:**

* Qualified as a Commercial Accountant / Sales Tax Practitioner with Membership No.1933

**Work Experience:**

* Worked as an Accountant cum Audit Assistant in Chartered Accountants Firm from August 2012 to September 2015.

 During this period completed C.A Articleship as per regulation of

 Chartered Accountant of India.

* Worked as an Assistant Accountant in Tax Consultant’s Office (Part time) from January 2009 - July 2012.

**Job Profile:**

* Preparation of Final Accounts and trail balance, Statutory Audit, Bank Audit, Concurrent Audit of Banks, Society Audit, Internal Audit, Vat Audit and Tax Audit of various firms and Institutions.
* Maintaining Books of Accounts of various Firms. Maintain, analyze and reconcile all accounts, ledgers and related entries on monthly basis, including timely and accurate preparation of journal entries.
* Analyze and prepare Income and expense statements.

**Achievements:**

* Secured 3rd Rank in State level Mathematics Talent Examination in 2006.
* Secured 2nd Rank in District level Mathematics Talent Examination in 2005.
* Successfully completed Information Technology Training, Orientation Programme and General Management and Communication Skills.

**Computer Proficiency:**

* MS Office Applications (Good hand on Excel, word, PowerPoint, etc.)
* TALLY
* Internet Usage
* Operating Systems**:** WINDOWS-98, XP, VISTA, WINDOWS-07….

**References:**

Upon request

**Declaration:**

I hereby declare that the above information is true to best of my knowledge.