**Curriculum Vitae**

**Post Applied : Accounts Assistant**

**Personal profile**

**Date of birth** **:** 26/01/1990

**Gender** **:** Male

**Religion** **:** Roman Catholic

**Nationality** **:** Indian

**Marital Status** **:** Single

**Languages known** **:** English, Hindi and Konkani

**Educational Qualification**

* SSCE March 2005 Don Bosco High School(Goa Board)
* HSSCE March 2009 Vasantrao Dempo (Goa Board)
* B.COM April 2012 S.S. Dempo College of Commerce And Economics (Goa University)
* M.COM December 2015 Indira Gandhi National Open University

**Additional Qualification**

* Diploma in Computer Application (DCA) From Manipal Institute of Computer Education Panaji-Goa. Course detail (Tally 9.0, Microsoft office (MS-Word, MS-Power Point, MS-Excel, MS-Access, Corel Draw, Macromedia Flash 8.0, Internet and E-Mail)
* English Typewriter Speed 40 W.P.M
* Certificate in Accounts Books Writing From Academy of Computer Education and Technology Panjim Branch Goa. Course detail (VAT, CST, TDS, Service Tax)

**Employment Experience**

* Worked as Accounts trainee Amrut Bar & Restaurant (Porvorim-Goa) From : July 2013 To October 2014
* Worked as Accounts Assistant for Knowell Holidays & Resorts Pvt. Ltd. From: December 2014 to May 2016

**Job Details**

* Preparing journal entries
* Calculation of Value Added Tax (VAT)
* Assist with year end closing
* Review and process expense reports
* Administer accounts receivable and accounts payable
* Assisting in drawing monthly financial reports
* Prepare analysis of accounts as requested
* Entering Bank Statement in Tally accounting software
* Filling Central Sales Tax (CST) Form online

**Hobbies**

Playing indoor and outdoor games like cricket, football, computer games, reading book, travelling places etc.

**Job Seeker First Name / CV No: 1828884**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

