

CURRICULAM VITAE

STEEVAN PINTO

Mussafah, Abu Dhabi

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Post applied for Accountant

Career Objective:

To seek a challenging position in the field of **Accounts Department** where I can utilize my knowledge and experience to the benefit of the company as well as increase my ability and knowledge.

Educational Qualification:

- **M.com** Post Graduation from Mangalore University, India with First Class (67.28% Aggregate) in May –2014.
- **B.Com.** Graduation from Mangalore University, India with Distinction (79.39% Aggregate) in May – 2012.

Computer Knowledge:

- Good working Knowledge of MS Excel, MS Word.
- Accounting programmer Tally ERP 9.0.

WORK EXPERIENCE:

- From 9th October 2018 to 31st March 2021 – Employed as Chief Accountant with Rawaée Samad Al- Shaán Trading, Muscat, Sultanate of Oman.
- From 16th May, 2014 to 6th October 2018– Employed as Audit and Accounts Assistant with Gonsalves & Nayak, Chartered Accountants, Kodialbail, Mangalore- 575 003.

SKILLS AND WORK PROFILE :

IN ACCOUNTS

- Manual and computerized maintenance of accounts of trading and non-trading entities,
- Finalization of accounts; preparation of profit and loss account and balance sheets,
- Preparation of schedules and returns,

- Preparation of projected profit and loss accounts and balance sheets.

IN AUDIT

- Preparation of audit reports and requisite annexures,
- Assisted in internal audits of medium sized trading concerns and co-operative societies,
- Worked as audit teams during statutory audits of branches of insurance companies, branches of nationalized banks and, Educational Institutions,

Achievements and Honors:

- Prepared project report titled “**A Financial Problem Faced by Small Scale Industry in Mangalore**”
- Participated as a delegate in various national conferences
- Participated and won prizes in college level sports and games, cultural competitions.

Personal Details:

Name	: Steevan Pinto
Date of Birth	: 28/11/1990
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Religion	: Roman Catholic
Permanent Address	: Arangala Kodi House Sampige Post Mangalore Taluk, Karnataka, India-574227
Language known	: English, Hindi, Kannada & Konkani.
Hobbies	: Playing Cricket and Listening Music.

I am a candidate worthy of consideration. I am respected in my profession as an upstanding, hardworking individual who can be counted on to “**Get the job done**” I enjoy working and have a strong determination to succeed in my chosen field.

STEEVAN PINTO