



SONIA DSOUZA

FINANCE AND HR

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ABOUT ME

To work in a challenging environment to learn and utilize my knowledge to the best of my abilities and contribute positively to the organization as well as my personal growth. A highly motivated and enthusiastic individual with expertise in finance and Human resource management having strong leadership and communication skills, Effective team builder, Proven capability in strategic work, Successful deliverer of profitable growth.

PERSONAL DETAILS

Date of birth
18/03/1999

Nationality
Indian

Visa status
Visit Visa

Marital status
Single

INTERNSHIP

ACCOUNTANT
ANANT STEEL INDUSTRY
Mangalore / JAN 2021 - FEB 2021

WORK EXPERIENCE

ICICI SECURITIES
Bangalore
Aug 2021 - Nov 2021

SENIOR RELATIONSHIP MANAGER

- Worked Passionately in maintaining relationships with the customers mapped to me
- Create and enforce plans that will help meet the needs of customers
- Work quickly to address and resolve customer issues
- Resolved customer concerns about financial plans and strategies and gave financial advice
- Build long-term relationships with clients and customers
- Reviewing client portfolio on a regular basis and suggesting a better investment product
- Notify the sales team of new sales and cross-selling opportunities
- Advising clients about equity investments, Mutual fund investments, General insurance, insurance, and various other products.

ACE MANAGEMENT SERVICES
Mangalore
Jul 2020 - Sep 2020

HR

- Design and update job descriptions
- Source potential candidates from various online channels
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)
- Prepare and distribute assignments and numerical, language, and logical reasoning tests
- Advertise job openings on the company's careers page, social media, job boards, and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Monitor key HR metrics, including time-to-fill, time-to-hire, and source of hire.
- Act as a consultant to new hires and help them onboard

EXTRA-CURRICULAR ACTIVITIES

ST ALOYSIUS INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY
Mangalore
Feb 2020

Sanjeevini Blood Donation Camp

ST ALOYSIUS INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY

Service Learning Program

LANGUAGES

ENGLISH

HINDI

KANNADA

KONKANI

TULU

EDUCATION

MBA (FINANCE & HR)

ST. ALOYSIUS INSTITUTE OF
MANAGEMENT AND
INFORMATION TECHNOLOGY /
MANGALORE / 2021

Aggregate CGPA: 8.125

BACHELOR OF COMMERCE

ST. ALOYSIUS COLLEGE
(AUTONOMOUS) / MANGALORE
/ 2019

Aggregate Percentage: 75.6%

LINKS

LinkedIn::

<https://www.linkedin.com/in/sonia-dsouza-05780a224>

SKILLS

MICROSOFT OFFICE

MICROSOFT EXCEL

TIME MANAGEMENT

ORGANIZATIONAL SKILLS

COMMUNICATION SKILLS

LANGUAGE FLUENCY

QUICK LEARNER

POWER POINT

PROBLEM SOLVING

DECISION MAKING

LEADERSHIP SKILLS

Mangalore
May 2021

Jan 2017 - Nov 2021

Activities

- Participated in the National Level Seminar on HUMAN RESOURCE AS A STRATEGIC BUSINESS PARTNER held at St Aloysius College, Mangalore.
- Participated in the National Level Seminar On Freedom And Religion.
- Participated in the National Level Konkani Cultural Fest Program
- Member of National Students Union of India.
- Active member of Konkani Sangha 2017-18.
- An active member of the Indian Catholic Youth Movement.
- Served as a volunteer on the organizing committee for MANAGEMENT FESTS held at St. Aloysius College, Mangalore.
- Presented paper titled "INTELLECTUAL PROPERTY RIGHT AND SOCIAL ENTREPRENEUR" in a International conference held at St.Agnes College, Mangalore.
- Participated in the National Level Seminar on "HUMAN SOURCE AS A STRATEGIC BUSINESS PARTNER "held at St Aloysius College, Mangalore.

COURSES

NISM SERIES -V A
Apr 2021 - Apr 2024

Mutual Fund Distributors Certification Examination

IRDAI
Sep 2023

Certificate Examination For Corporate Agents (Composite)

INDIAN SCHOOL OF
BUSINESS
Apr 2019 - Jan 2022

Portfolio and risk management

UNIVERSITY OF
CALIFORNIA
Jan 2021 - Sep 2021

Work smarter, not harder - Time management for personal and professional productivity

UNIVERSITY OF
CALIFORNIA
Jan 2021 - Sep 2021

Effective problem solving and decision making

ST.ALOYSIUS COLLEGE
Jan 2021 - Nov 2021

Accounting and Taxation

UNIVERSITY OF
CALIFORNIA
Jan 2021 - Nov 2021

Fundamentals of management

INDIAN SCHOOL OF
BUSINESS
Jan 2021 - Nov 2021

Leadership and emotional intelligence

SANDESHA
FOUNDATION FOR ART
SCHOOL
Jan 2021 - Nov 2021

Certificate course in Journalism

HOBBIES

I ENJOY SINGING, EXPLORING PLACES, LISTENING TO MUSIC