

## **CURRICULUM – VITAE**

**OBJECTIVE:** To work for an Organization, for which my competence in this domain may be exploited, giving me the sense of personal and professional growth. I can explore my talents and skills to excel in my profile and benefit my field by serving whole heartedly and achieving to provide targets and goals.

**NAME** : JUDITH FATIMA CORREIA

**FATHER’S NAME** : DIAGO CORREIA

**DATE OF BIRTH** : 30<sup>TH</sup> DECEMEBR 1993

**ADDRESS** : AMADIN KASHMIRI CHAWL,  
MAJAS WADI,  
JOGESWARI (EAST), MUMBAI 400060.

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**EMAIL** : Judith\_correia@yahoo.com

**GENDER** : FEMALE

**RELIGION** : CATHOLIC

**NATIONALITY** : INDIAN

**MARITAL STATUS** : UNMARRIED

### **EDUCATIONAL QUALIFICATION:**

<b>BOARD</b>	<b>INSTITUTE</b>	<b>ACADEMIC YEAR</b>	<b>GRADE</b>
S.S.C	ST.XAVIER’S HIGH SCHOOL	2009-2010	1 <sup>st</sup> CLASS
H.S.C	ST. THOMAS JR. COLLEGE	2011-2012	1 <sup>st</sup> CLASS
T.Y.BCOM	SARAF COLLEGE	2014-2015	A GRADE

**WORK EXPERIENCE:**

**THE PROFESSIONAL COURIERS**

**DESIGNATION: ACCOUNTANT**

**DURATION: 08 YEARS**

**JOB PROFILE:**

- HANDLING OF PETTY CASH & EXPENSE VOUCHER
- ENTRIES OF CHEQUE & NEFT
- CLEARING OF DEBTORS
- PREPARING OF CREDIT & DEBIT NOTE
- TDS & GST RECONCILIATION
- PURCHASE, SALE, CONTRA, JOURNAL & PAYMENT ENTRIES
- BANK RECONCILIATION

**TECHNICAL KNOWLEDGE:**

- OPERATING SYSTEM: MS OFFICE, INTERNET, TALLY. ERP9

**BEHAVIOURAL ATTITUDES:**

- ADAPTABILITY TO ANY GIVEN CIRCUMSTANCES A POSITIVE ATTITUDE.
- PATIENCE & PERSERVERANCE WHILE COMMUNICATION WITH PEOPLE
- LEADERSHIP & TEAM WORKING.

**INTERPERSONAL SKILLS:**

- A QUICK LEARNER WITH POSITIVE ATTITUDE, ABILITY TO WORK WITH COMMITMENT TOWARDS.
- ACHIEVING CORPORATE GOALS
- ABILITY TO MANAGE CHANGE WITH EASE.
- GOOD TEAM PLAYER & HARDWORKING.

**LANGUAGES KNOWN: ENGLISH, HINDI, MARATHI & KONKANI.**

**HOBBIES: LISTENING MUSIC, WATCHING T.V, READING BOOKS & READY TO GET EXTRA INFORMATION**

**PLACE: MUMBAI**

**DATE:**