**CURRICULUM VITAE**

**Personal Information**

Name: Shavonna Valenie Almeida

Address: Muxim, Macazana

Gender: Female

DoB: 05th January, 1994

Languages: English, Hindi, Konkani,

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**Education & Qualification**

* Master in Business Administration (MBA), Finance & Human Resource, Goa University Department Management Studies, 2016
* **Summer Internship:**
* Internship in Al Omaniya Financial Services (AOFS), Oman based NBFC, in the Finance & Corporate Finance department for a period of two months.
* Project on the Financial Analysis of AOFS
* Bachelor of Commerce (B.Com.), Financial Accounting, Auditing & Taxation, Rosary College of Commerce & Arts.
* **Project** - “The Study on the Health Insurance Policyholders in Salcette”

**Work Experience**

* Currently working for Ave Miriam, as an accountant, since May, 2017
  + Handling day to day cash of the 13 branches and depositing the same into the concerned account
  + Accounting the expenses of the 13 branches of Ave Miriam
  + Dealing with payment of allowance to the workers (drivers in particular)
  + Entering data into the system through the Tally software
  + Bank Reconciliation of the Accounts
* One year work experience for the period from May 2016 to April 2017, with Mr.AbhijitVirginker, Chartered Accountant.
* Gained knowledge of Accounts and Audit of proprietary and partnership firm and companies
* Prepared pay slips, bank vouchers, etc. for clients and hence keeping them ready for auditing
* Worked in Tally

**Skills**

* Courses:
* Diploma in E-Finance, which includes Tally, MS-Excel, Peachtree, Busy, etc., from Manipal Institute of Computer Education, Margao.
* Soft Skills:
* Analytical skills
* Communication skills
* Fast Learner
* Interests:
* Reading novels and listening to Pop songs