**MILTON JOHN D’SOUZA**

**Mother Palace, Wagholi (Souzali), Contact No. - (M)+919769908027**

**Tal. - Vasai, Dist. - Thane, P.O.-Nirmal, (R)02506920563.**

**Nallasopara (W), PIN-401304. Email id:** [dsouzam86@gmail.com](mailto:dsouzam86@gmail.com)

**OBJECTIVE:**

To become a valuable asset to the organization for which I am working by meaningfully contributing my personal skills and abilities to best of my possibilities.

**EDUCTIONAL DETAILS:**

* Passed T.Y.B.Com through Mumbai University with 2nd class (58.71%).
* Passed H.S.C through Mumbai University with 2nd class (42.17%).
* Passed S.S.C through Mumbai University with 2nd class (60.13%).

**ADDITIONAL QUALIFICATION**:

Diploma In Foreign Trade Recognized by (I.M.C).

**COMPUTER KNOWLEDGE:**

* Completed diploma in computer application (MS OFFICE, INTERNET).
* Completed Tally Advance ERP
* Mediawaire Software Press Campaign

**EXPERIENCE:**

* Currently working with Shashi Sumeet innovations (A Division of Shashi Sumeet Productions. Pvt. Ltd**)**  From 1st June 2015. As an Sr.Accounts Executive, Bill Receivable & Payable, Preparation of MIS Report, Recovery, TDS, Service Tax. Current CTC Rs.300000/- P.A
* Having 5 years Experience with Commugrads Advertising. Pvt. Ltd. Ad Agency (Parent Company **R W Promotions Pvt Ltd. BRAND ACTIVATION Agency** ) from 8th June 2010 to 31st May 2015)

As an Assistance Accounts Executive, Billing, Collection, Media Operation (Scheduling & Shifting of print ads).

INS MRV & MIS Report, Legal Agreement, Bank Guarantees, Service Tax, TDS.

* International Express Company (6 Month) As Import-Export Documentation.

**PERSONAL DETAILS:**

* Father’s name : John Nazareth D’souza.
* Nationality : Indian
* Date of Birth : 06th June, 1988.
* Sex and marital status : Male-Single.
* Languages known : English, Hindi, Marathi.
* Experience : 5.6 years.

**HOBBIES:** Driving, Soccer, Cricket,

**EXTRA CURRICULAR ACTIVITIES:**

* Have participated in ANNUAL REVIEW MEET 2014-15 RW PROMOTIONS PVT LTD held at Goa Vagator March’15. (Sub- Financial Report & Management)
* Have participated in workshop that held in college based on the theme “**Global warming**” and also in the event that named “**Thunderstorm**”

**DECLARATION**

I hereby declare that the above information is true and correct of my knowledge.

\* If given an opportunity I would strive for the entire satisfaction of the organization.

**Milton J. D’souza.**