

## BRENDON D'SOUZA

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### CAREER OBJECTIVE:

To be associated with a progressive organization which can provide me with a professional work environment and a challenging position where the knowledge I have gained can be utilized for the development of the organization.

### WORK EXPERIENCE:

SENIOR ACCOUNTANT – DATAMATICS BUSINESS SOLUTIONS LIMITED – From January, 2022 to September, 2023

- **Finalization and filing of tax returns** of Canadian Corporations.
- **Preparation of NTR+T2, T3, T5013 returns and financial information/statements.**
- **Filled schedules in corporate income tax return (T2)** such as S100, S125, S1, S2, S3, S7, S8, S9, S21, S23, S50, etc.
- **Filled compilation checklists/forms** such as engagement acceptance, knowledge of entity, completion checklist, etc.
- **Updated reports** and downloaded documents from **CCH iFirm**
- **Bookkeeping** of bank/credit card transactions and investment activities for Canada and USA.
- **Communicated** with the client on group calls on **Microsoft Teams**
- **Independently dealt** with clients for updating of accounts and resolving queries.
- **Allocated** work to colleagues on regular basis and **reviewed** the work done.
- **Trained and mentored** freshers and juniors on the work allocated to them.
- **Administered** the office in the absence of my immediate superior authority.

SENIOR AUDIT EXECUTIVE – VRS CONSULTANCY SERVICES LLP– From June, 2015 to December, 2021

- **Planned and Managed Statutory and Tax Audits** of Hotel Industry, Pharmaceutical Companies, Charitable Trusts and Entertainment Industry and Internal Audit of Hotel Industry.
- **Finalization and filing of income tax returns** of Individuals, Firms and Corporate Assesseees.
- **Vast knowledge and experience** in the field of accountancy, income tax, TDS and VAT.
- **Maintained** timely and effective **books of accounts** of all clients.
- **Independently dealt** with clients for updating of accounts and queries.
- **Allocated** work to colleagues on regular basis and **monitored** the work done.
- **Trained** freshers and juniors on the work allocated to them.
- **Administered** the office in the absence of my immediate superior authority.

### ARTICLESHIP EXPERIENCE:

ARTICLED ASSISTANT – Joseph Mendonsa & Co. - From June, 2012 to June, 2015

### **ACHIEVEMENTS:**

- Won **Rising Star of the month award** for having highest number of productive hours
- **Received client appreciation** for work done from clients in Canada

### **HIGHLIGHTS OF EDUCATIONAL QUALIFICATIONS:**

- Passed C.A. (Final) examination.
- Topped NM college in M. Com Part I and II.
- Completed 35 Hours **Orientation Program** organized by **Western Regional Office of the ICAI.**
- Completed 100 Hours **Information Technology Training Course** organized by **Western Regional Office of the ICAI.**
- Completed 30-day course on **General Management and Communication Skills - I & II** organized by **Western Regional Office of the ICAI.**
- Completed 15-day course on **Advanced Integrated Course on Information Technology and Soft Skills** organized by **Western Regional Office of the ICAI.**

### **KEY STRENGTHS:**

- Ability to work effectively in a team
- Quick learner and eager to learn new things
- Target and result oriented
- Strong Interpersonal communication and people management skills

### **SOFTWARE KNOWLEDGE:**

- CaseWare
- Quick Books Online
- Tally ERP 9
- Excel, Powerpoint, Word

### **HOBBIES:**

Collecting coins/currency/stamps, quizzing, playing chess, football