



# STEVE SAMUEL MENEZES



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## WORK EXPERIENCE

**NBS &CO**  
Feb 2024-  
feb2024  
(1 week  
Internship)

### DOCUMENTATION AND BOOKKEEPING

I Happened to do my internship at one of the branches of NBS &Co in Mangalore which is located in VRMW+WJ6, Mallikatte, Kadri, Mangalore, Karnataka 575004. The firm was under the leadership of CA. DANIEL MARSH PEREIRA.

Here I was given insights into how to maintain audit files in categories like individual files , current files and permanent files along with some insights into how to use the Winman software . I was also given the work to pass entries on tally prime for various individuals/ organizations. I was also taught on how to file a GST filing with respect GSTR 1 and GSTR3B specifically. On the other hand this was a one week internship.

**NUMERO  
UNO**  
JULY 2023-  
MAY 2024  
(11 Months)

### STUDENT AMBASSADOR

A Student Ambassador role typically involves representing your university or educational institution, engaging with fellow students, and promoting campus events, initiatives, and opportunities. As an ambassador, I served as a liaison between my college and various stakeholders, fostering connections, organizing activities, and enhancing the student experience.

## EDUCATION

**Padua College of  
Commerce and  
Management  
(2021-2024)  
MANGALORE**

### B.Com

Grade: secured an aggregate of 93.25% (aggregate of the last four semester exam )Grade: secured an aggregate of 93.5% (aggregate of the last four semester exam )

Activities and societies:

Secretary of Commerce and Management club (2023-2024)

**Indian School  
Muscat CBSE  
MUSCAT,  
OMAN,(2021)**

### PUC/12'TH

Secured 94.2%

**Indian School  
Muscat CBSE  
MUSCAT  
OMAN, (2019)**

### 10'TH/CBSE

Secured 92.6%

## ABOUT ME

*I am Steve Samuel Menezes ,  
I was born and brought up in  
the beautiful city of Mangalore ,  
Karnataka . Currently I am  
currently pursuing Bachelors of  
Commerce at Padua College of  
Commerce and Management  
and I am an ACCA aspirant*

*" Loyalty is a two-way street. If  
I'm asking for it from you, then  
you're getting it from me " is the  
moto I go by*

## SKILLS

### LEADERSHIP

### COMMUNICATION

### TEAMWORK

### PROBLEM SOLVING

### ADAPTABILITY

LANGUAGES

ENGLISH

HINDI

KONKANI

FRENCH

KANNADA

TULU

COURSES / CERTIFICATIONS

GREAT LEARNING FEB 2024- FEB2024	MS EXCEL LEVEL-BEGINEERS CLEARED THE REQUIRED TEST AND SESSIONS ALONG WITH CERTIFICATION
GREAT LEARNING FEB 2024- FEB2024	MS-EXCEL LEVEL- INTERMEDIATE CLEARED THE REQUIRED TEST AND SESSIONS ALONG WITH CERTIFICATION
KARNATAKA GERMAN TECHNICALTR AINING INSTITUTE DEC 2023 – JAN2024	TALLY PRIME WITH GST LEVEL-INTERMEDIATE CLEARED THE REQUIRED EXAMINATION AND TRAINING ALONG WITH CERTIFICATION
Ministère de l'Éducation nationale et de la Jeunesse (2019)	DELF LEVEL- A1 CLEARED THE EXAMINATION WITH CERTIFICATION

ADDITONAL CERTIFICATES

NATIONAL ACCOUNTING TALENT SERACH EXAM –JUNIOR LEVEL (2022)	Cleared and secured 80 to 90 percentile
NATIONAL ACCOUNTING TALENT SERACH EXAM –SENIOR LEVEL (2024)	Cleared and secured 50 to 60 percentile

REFERENCE

FR. Arun Lobo Principal Padua College of Commerce and Management Ph No :9901330232 EMAIL: paduadegreecollege@gmail.com	Ms. Seema Pereira Lecturer, Department of Management Padua College of Commerce and Management Ph No: 9902332571 EMAIL: seemapereira26@gmail.com
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HOBBIES

Apart from academics ,as a hobby I  
love to sketch , play badminton  
,Chess and listen to music to calm  
my nerves .

PERSONAL DETAILS

DATE OFBIRTH

26/10/2002

NATIONALITY

INDIAN

MARITAL STATUS

SINGLE

LINKEDLN

