

# **MILTON JOHN D'SOUZA**

**Mother Palace, Wagholi (Souzali),  
Tal. - Vasai, Dist. - Thane, P.O.-Nirmal,  
Nallasopara (W), PIN-401304.**

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## **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.

## **EDUCATIONAL DETAILS:**

- Passed T.Y.B.Com through Mumbai University with 2<sup>nd</sup> class (58.71%).
- Passed H.S.C through Mumbai University with 2<sup>nd</sup> class (42.17%).
- Passed S.S.C through Mumbai University with 2<sup>nd</sup> 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 8<sup>th</sup> June 2010 to 31<sup>st</sup> 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 : 06<sup>th</sup> 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.**