

# CURRICULUM VITAE

## **Personal Information**

Name: Shavonna Valenie Almeida  
Address: Muxim, Macazana  
Gender: Female  
DoB: 05<sup>th</sup> 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. Abhijit Virginkar, 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