**MACSON MICHAEL LOPES**

**PERSONAL DETAILS:**

**Date of Birth**: 30th January 1992 **Mobile no**: **8237718612**

**Gender:** Male **Marital Status:** Single

**E-mail id:** [macsonlopes92@gmail.com](mailto:macsonlopes1992@gmail.com) **Address:** Shanti chaya,

Bavkhal-Nandakhal

Post- Agashi, Tal-Vasai,

Dist-Palghar,Virar (w),

Pin- 401301.

**CAREER OBJECTIVE:**

A responsible and challenging position that will allow me to explore my abilities, skills and a sense of dedication towards my duties with a sole aim of seeing the progress of the organization.

**SKILLS AND ABILITIES:**

* Excellent problem solving and organizational skills
* Ability to take and follow instructions
* Good communication skills
* Detail oriented
* Quick and accurate
* Ability to work individually and in a team environment
* Excellent computer skills

**WORK EXPERIENCE:**

Currently working with Prompt Personnel Consultancy Services Pvt. Ltd Malad (w) Since July 2016

**Responsibilities:**

* All accounting entries in Tally ERP 9 i.e. Sales & Purchase invoices, Petty Cash, Receipts & Payments.
* Preparing Profit & Loss A/c and Balance Sheet under the guidelines of Seniors.
* Maintaining necessary records on utilization of Petty Cash for official work.

**CO-CURRICULAR ACTIVITIES:**

* **Computer Proficiency:** Windows, Microsoft Office, Internet, Tally ERP 9.0
* **Interests**: Playing Cricket, Swimming, Listening music.
* **Languages Known:** English, Hindi, and Marathi.

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| **Academic Qualification:** | | | | | |
| **Qualification** | **Institution** | **University** | **Year of passing** | **Major Field of Study** | **Percentage** |
| M.COM  SEM IV | St. Joseph Sr. College, Virar(W) | Mumbai | May 2015 | Financial Accounting | 54.75% |
| SEM III | November 2014 | 62.75% |
| SEM II | May 2014 | 54.25% |
| SEM I | November 2013 | 51% |
| B.COM | St. Joseph Sr. College, Virar(W) | Mumbai | March 2013 | Financial Accounting | 63.71% |
| H.S.C | St. Joseph Jr. College | Mumbai | Feb. 2010 | -- | 46.67% |
| S.S.C | St. Joseph High. School | Mumbai | March 2008 | -- | 50.61% |

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**THANKING YOU,**

**MACSON M. LOPES**