

Curriculum Vitae

Name	: Mervin Abel Noronha
Address	: Bur Dubai, Dubai, United Arab Emirates
Date of Birth	: 21 st August 1996
Nationality	: Indian
Gender	: Male
Email	: mervinanoronha@gmail.com
Contact No	: +971543602776
Languages known	: English, Hindi, Kannada, Konkani and Tulu
Passport Number	: L3195789
Visa Status	: Visit Visa



CAREER OBJECTIVE

To seek challenging avenues where my knowledge and experience matches with the organization's growth.

WORK EXPERIENCE

Position – Accounts Trainee.

Company –C.A A. Krishnamoorthy

Duration – 1st August 2019 - 24th January 2020

- Worked as an accounts trainee under the guidance of a senior staff accountant.
- Assisted in posting day book, ledgers and extracted balance sheet using excel.
- Assisted in vouching, updated and maintained client record.
- Entered data into purchase ledger and sales ledger.
- Prepared trial balances, reconciliations, work sheets.
- Corrected errors by posting adjusting journal entries.
- Assisted audit staff in completing audits.
- Classify and distribute income and expenditures to proper accounts.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Developed people through teamwork, integrity, and leadership. Collaborated with audit team members to set goals and responsibilities.

EDUCATIONAL QUALIFICATION

Qualification	Institution	Board	Year of passing	Percentage
MBA (Finance & Marketing)	St. Joseph Engineering college, Mangaluru	VTU Belagavi	2017-2019	1 st Semester-60.83% 2 nd Semester-64.5% 3 rd Semester-69.14% 4 th Semester-68.38%
Bachelor of Commerce(B.com)	St. Aloysius college(Autonomous)	Mangalore University	2014-2017	67.68%
Pre University PUC	St. Aloysius Pre- University college	Board of Pre University Education, Bangalore	2012-2014	81.66%
SSLC	St. Ann's School Kuntikan, Derebail	Board of Secondary Education	2012	75.68%

COMPUTER SKILLS AND CERTIFICATION

- ★ MS Office (Word, Excel, Power Point) from Manipal Institute of Computer Education.
- ★ Internet
- ★ Basics of Information Technology.
- ★ Tally ERP 9
- ★ GCC VAT

MAJOR STRENGTHS

- ★ Ability to effectively interact with members at all levels of the organization.
- ★ Flexible to different kinds of work environment.
- ★ Willingness to learn and work hard.

ACADEMIC PROJECTS AND INTERNSHIP

- ★ Undergone an internship for one month in kavor Vayavasya Seva Sahakari Bank, Ltd Mangaluru.
- ★ Project name: A Study on Investment Pattern of Investors with reference to SBI Life Insurance Company Limited, Mangaluru
Duration: 6 weeks

EXTRA-CURRICULAR ACTIVITIES

- ★ Attended guest lecture on various topics conducted by Department of MBA (SJEC).
- ★ Participated in "FEEL Leadership" learning and development Intervention, conducted by college for Leadership and HRD, Mangaluru.
- ★ Participated in various inter college fests.

I Mervin Abel Noronha, hereby affirm that the above given information is true to the best of my knowledge and belief.

Place: DUBAI

(MERVIN ABEL NORONHA)