

ALVINA CARDOZO

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Seeking good account level position where I can utilize my skills and knowledge to contribute to the success of a company. Recently working in the area of Insurance, Banking Sectors.

EXPERIENCE

06-JAN-2023 – 27-JAN-2024

ACCOUNTS EXECUTIVE, CORP SOLUTION PVT LTD

- Daily Basis processing vouchers of Employee in Expensing Management System.
- Thorough Knowledge with plan and policies for reimbursement procedure.
- Updating bank details in Oracle Application.
- Creating Employee and Supplier creation in Oracle Application.
- Passing Payment entries in Oracle Application.
- Assisted in training and mentoring new account executive to aid overall team performance.
- Solving queries of employee through mail and expensing system.
- Preparing TAT Report.

EDUCATION

APRIL 2022

BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE),

Passed out with 85% (Average of Sem1 to Sem 6)

CGPA- 9.6 MARCH

2019

COMMERCE, ST FRANCIS DASSISI HIGH SCHOOL AND JR. COLLEGE

Passed out with 77%

MARCH 2017

SENIOR SECONDARY EXAMINATION, ST XAVIERS HIGH SCHOOL

Passed out with 70%

SKILLS

- Invoice Processing
- Oracle Application
- Tally ERP 9
- MS Excel
- Accounts Payable

VOLUNTEERING EXPERIENCE

- Volunteered for tree plantation drive organized by clean we go in the year 2020.
- Volunteered for beach cleaning activities conducted by beach warriors in the year 2020.

ACADEMIC AND EXTRACURRICULUR ACHIEVEMENTS:

- Secured first position in art zone contest which was conducted on Instagram in 2020.

RESEARCH PROJECTS

- Primary research on Systematic Investment Plan in a sample size of 100 through questionnaires and surveys.

DECLARATION:

I hereby declare that all the above facts are true to best of my knowledge.

