

Venita D'silva

Sheetal Apartments, A/11, Dockyard Road, Mumbai – 400 010

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Objective:

- To secure a position in a reputed organization with potential for challenge and fulfillment & where there is an opportunity for further advancement and growth.

Strength:

- Team work / Hard & Smart Work /Quick learner / Honest positive attitude / Dedicated

Work Experience:

- Worked at an **Airtel Sim Distributor Store**, for a period 7-8 months in Santacruz which involved Activation of Sim Cards/ Solving Customer Queries, Selling of Sims etc.
- Working at present at **Pest Control Firm: - "EPCORN "**, from the past 8-9 Years in Santacruz handling Accounts/Billing & Back Office Operations.

Job Profile at EPCORN "

- Bank Co-ordination work & Correspondence
- Co-ordination with C.A (if required)
- Client Portal – Vendor Online Registration
- Correspondence
- Client Payment Clearing
- Client Queries to resolve / Co-ordination work related
- Data entry
- Email Checking / Responding
- Following-up of Outstanding client payments
- Field staff Report Go-Through & Co-ordination
- GST working, payment, Consultant Co-ordination & Client Queries to reply relating to GST. (If required)
- Invoicing & Dispatching
- Online Transactions - Payments / Taxes
- Supervising the works done by Junior staff, training them to do the works allotted to them
- ZOHO Portal Working

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Educational Qualification :

- S.S.C. Passed from Maharashtra Board in 2003 with 59%.
- H.S.C. Passed from Maharashtra Board in 2005 with 60%.
- T.Y.B Com Passed from Mumbai University in 2009 With 50%.

Computer Knowledge : Office Application :

Microsoft Word, Microsoft Excel & Internet knowledge.

Courses Completed : Tally

PERSONAL SUMMARY:

Date of Birth : 21st Sept 1987
Nationality : Indian.
Marital Status : Married
Contact No. : 98204 34129
Email ID : venita_fernandes@rediffmail.com
Languages Known : English, Hindi, Marathi & Konkani

I declare that the information given above is true to the best of my knowledge.

Place: MUMBAI

Date : 29.08.2023