



ANCILLA MARIA PINTO

CONTACT

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WEBSITE

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SKILLS

- Efficient management of time and task.
- Highly adaptable and open to new ideas.
- Attention to detail.
- Communication Skills.
- Problem Solving.
- Ability to work under pressure
- High level of accuracy
- Teamwork.

TECHNICAL SKILLS

Tally ERP	●●●○○
MS Word	●●●●○
MS Excel	●●●●○
MS PowerPoint	●●●●○
MS Outlook	●●●●○

OBJECTIVE

To work as a professional by utilizing the skills, knowledge and experience acquired through my education and work experience and to perform the tasks allocated to me to the best of my ability while learning new skills and contributing to the team's growth

PROFILE

CMA Aspirant, B. Com Graduate with 2 years of experience in the field of accounting and administration. Practical knowledge of MS Office, MS Excel, Tally ERP.

WORK EXPERIENCE

Catalog Associate Amazon Development Centre Ltd 01/2022 – 12/2022

- Handled the day-to-day volumes of assigned tasks and ensure that given quality standards are met.
- Implemented innovative techniques for improving the speed and efficiency of the process.
- Researched pricing trends from competitors' catalogs and recommended updates accordingly.
- Trained new associates on company policies and procedures related to catalog management.
- Efficiently managed multiple tasks while meeting tight deadlines.

Accounts Assistant Steel Point, Mangalore Nov 2020 – Dec 2021

- Maintained accurate records of financial transactions and supporting documents.
- Managed the petty cash systems and daily cash management activities such as preparing deposits, processing payments and transfers.
- Prepared the customer invoices and follow-up on accounts receivables
- Issued purchase order to the suppliers and processed invoices by verifying with purchase order.
- Prepared reports on weekly and monthly basis.
- Performed general administration tasks.

PERSONAL DOSSIER

Date of Birth: 07/10/1999
Nationality : Indian
Marital Status: Single
Languages Known: English,
Hindi, Kannada, Konkani
Visa Status : Visit Visa

CERTIFICATIONS

- Tally ERP
- Excel Skills for Business Essentials.
- Stock Market Operations
- SAP Simplified for Absolute Beginners.

EDUCATION

Bachelor of Commerce (B. Com)
St. Aloysius Autonomous College
2020 – Mangalore, India

PROJECT

Completed 6 months of Project on the Topic title “Financial Inclusion through Mathrubhoomi Co-operative Society Ltd”, for the purpose of partial requirement for the award of the Degree of B.COM.