



21/07/1983



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Ganesh Nagar, Post-Manjalli , Sirsi-581402

PASSPORT NO-T1404492(11/02/2029)

Distict-Karwar (Uttar kannada), Karnataka, India (+91), MARITAL STATUS : MARRIED,

STIVAN FERNANDIS

OBJECTIVE

A confident, multi-skilled, excellent knowledge of finance & accounting, Administration & marketing procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Looking forward to a new & challenging accountancy & marketing position, one which will make best use of my existing skills and experience & also further my development.

EDUCATION

➤ **Master of Business Administration, Dual Major in Finance and Marketing**
(KSOU UNIVERSITY MYSORE)

➤ **BACHELOR OF COMMERCE FROM MES COLLEGE OF COMMERCE**

(KARNATAKA UNIVERSITY DHARWAD)

(GCC ATTESTATION DONE)

EXPERIENCE : 13 years 3 month

- EMPLOYER : SELF EMPLOYED ACCOUNT OUTSOURCING,(firm establishment, company Resolution) MAR-2019 TO PRESENT
- EMPLOYER : PAY TM(One97 Communications Ltd)Relation ship Manager DEC-2017 TO FEB2019
- **EMPLOYER : MAHINDRA& MAHINRDA FINANCIAL SERVICE(RECOVERY SECTION)** AUG2014 TO 30-JUN-2017
- **EMPLOYER : WORKING FOR(ABLE GROUP) AL MARWA DIESEL TRADING LLC AJMAN.** United Arab Emirates
- (ACCOUNTANT & ADMINISTRATION)SINCE:18/AUG/2011 TO 21/JULY-2013
- EMPLOYER : CANARA BANK, SIRSI, KARNATAKA, INDIAAUDIT ASSITANT (TEAM LEADER) Under CHARTERED ACCOUNTANT OFFICE- 1ST JANUARY 2010 TO 31ST JULY 2011
- EMPLOYER : ST. MILAGRES CO-OPERATIVE CREDIT SOCIETY BANK,SIRSI,INDIA(BRANCH MANAGER) 29TH DECEMBER 2007 TO 14TH MAY 2009
- EMPLOYER : RELIANCE COMMUNICATION DISTRIBUTOR OFFICE, LAXMI NAMAN INFO SYSTEMS, RETAIL SECTOR

COMPUTER SKILLS

- ❖ Advanced Excel ability.
- ❖ ERP experience (e.g., SAP, Tally, Oracle)
- ❖ Expertise in big data analysis, advanced modeling techniques and SQL.
- ❖ Knowledge of business intelligence software (e.g., IBM Cognos)
- ❖ Microsoft Visual Basic capability.

Key skills

◆ Accounts Processes & Management

- ✓ Accounts payable/Receivable, Journal Entries General Ledger, P&L Account
- ✓ Trial balance sheet, Budget calculation, Balance sheet Finalization
- ✓ depreciation on assets ,stock evaluation(inward & outward)
- ✓ Negotiation of rates of the material to be purchased
- ✓ Corporate Accounting & Bookkeeping, Pay roll processing.
- ✓ Planning coordinating and controlling of all purchases
- ✓ GST, EDI Tax ,Vat,CIBIL &Financial System Technologies
- ✓ NPAREcords Organization &Management

Administrative Management

RESPONSIBILITIES

Organizational,Ability,Time Management Planning, motivating & Implementation

✓ OfficeCoordination,Problem-Solving Skills

- ✧ Preparation of financial statements and other financial reports., Preparation and review of balance sheet reconciliations. Prepares asset, liability, and capital account entries. Documentation of financial transactions. Provides financial information to management. Processing of customer payments and balancing accounts. Entering vendor invoices into the system and communicating with vendors. Complex research and analysis of specific accounts. Providing professional accounting advice and assistance. Analyze business operations, trends, and costs. Preparation of financial statements and other financial reports. Preparation and review of balance sheet reconciliations.
- ✧ Critical thinking or the ability to analyze statements, situations and determining its validity is a key skill for people pursuing career in the marketing domain. It produces creative thinking and generates problem solving skills and ideas. Include an instance from your experience where critical thinking has helped you successfully complete a task. This helps them sell and promote their product better. Documents collection actions by completing forms, reports, logs, and records. Refers accounts for legal action. Set up credit files, process applications and update existing accounts. Responsible for working on merges & Acquisitions handled OperatingCapitalof the branch Maintaining marketing, sales financial & loan department, Recovery Facilitated "no-fault" internal and external audits as a result of sound records keeping and thorough documentation. Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages. Excellent Interpersonal &communication skills with good ability to understand the requirements of the customer& provide appropriate counsels Input data into the database, provided administrative support, maintained sample inventory, organized business and prepared sales reports for store.
- ✧ Managed all administrative facets, coordinated thru mails, ordered all office supplies and supervised inter-telephone lines. Equipment's, organized entire stock area, and bank deposits. Responsible for consistent increased sales

Languages

English, Hindi, Marathi, Kannada & Konkani, Tamil

Self-evaluation

I am optimistic and cheerful, I can quickly integrate into the work environment, love my job, work carefully, have strong sense of responsibility, Strong communication skills and good at dealing with interpersonal relationships.

Signature

(Stivan fernandis)

Essential Marketing Skills

- ✓ Plan and implement marketing strategy/campaign,
- ✓ Content Management System Experience,
- ✓ Customer Relationship Management Mobile Marketing Data Science
- ✓ Understand the Difference Between Goals, Strategies, and Tactics,
- ✓ Technical Skills and Tools Every Marketer Needs