

# CURRICULUM VITAE

**Joewin Crasta**

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## CAREER OBJECTIVE:

To pursue a challenging career in a progressive organization that offers opportunities for enhancing my knowledge and skills, where my abilities can contribute to both corporate and personal growth.

## EDUCATIONAL QUALIFICATIONS:

- **Bachelor of Commerce**, St. Mary's Syrian College, Brahmavar, Karnataka, India - 2021
- **Pre-University Course (PUC)**, St. Mary's PU College, Kundapur, Karnataka, India - 2017
- **SSLC**, Holy Rosary English Medium School, Kundapur, Karnataka, India - 2015

## WORK EXPERIENCE:

### **Rosary Credit Co-op Society Ltd., Junior Clerk (Oct 2021-Feb 2024)**

- Handled cash transactions and summarized financial status by preparing balance sheets and profit and loss statements.
- Formatted and edited documents, reports, and other materials as required.
- Assisted with basic accounting tasks such as invoicing, processing expenses, and reconciling receipts.
- Performed daily accounting transactions including creating and posting cash/bank journal vouchers.
- Maintained cash book, day book, bank activities, and various ledgers.
- Organized and maintained physical and electronic files, records, and documents.
- Provided banking services to customers including acceptance of deposits and lending advances.

## KEY SKILLS:

- Accounting Software Proficiency.
- Customer Relationship Management.
- Problem solving.
- Technology Proficiency.
- Regulatory Compliance.
- Communication Skills.
- Highly motivated and self-driven.
- Team Collaboration.
- Leadership Potential
- Time Management

## COMPUTER LITERACY:

- MS Office (Word, Excel, PowerPoint)
  - Adobe Lightroom CC
  - Adobe Premiere Pro
  - Adobe Photoshop
  - Tally 9.0 VAT Enabled
  - Advanced MS Excel
  - Completed IRDAI training
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### INTERESTS:

- Photography and videography
- Learning new things
- Interacting with new people
- Cooking
- Traveling and exploring

### COMPLETED VIDEOGRAPHY PROJECTS:

- Antonio Montano Kannada Short Film
- Kanasalu Neene Kannada Album Song
- Meri Maa Ke Barabar Koi Nahi Cover Song
- Pasoori Cover Song

### PERSONAL PROFILE:

- **Name:** Joewin Crasta
- **Nationality:** Indian
- **Gender:** Male
- **Passport No:** U2809383
- **Visa type:** Visit (Single Entry Permit Visit/Tourism)
- **Languages:** English, Hindi, Kannada, Konkani
- **Marital status:** Single
- **Date of birth:** 31/12/1999

### VISA INFORMATION:

- Expiry Date: 07/06/2024

### DECLARATION:

I hereby declare that the above details are true to the best of my knowledge and belief.

Yours Faithfully,

Joewin Crasta