

## CONTACT

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## EDUCATION

01/2022 - 01/2023  
NOTTINGHAM TRENT  
UNIVERSITY  
M.Sc Finance  
United Kingdom

08/2019 - 08/2021  
THAKUR COLLEGE OF  
SCIENCE AND COMMERCE  
Bachelors in Financial Markets  
Mumbai

## CERTIFICATIONS

Bloomberg Market Concepts

## SKILLS

- MS Office (Word, Excel, PowerPoint)
- Financial Modeling
- Analytical and Problem-Solving Skills
- Leadership, Teamwork, and Numeracy
- Facilitation and Presentation Skills
- Interpersonal Skills and Report Writing
- Strategic Decision-Making

# CALLIS CLIFFORD D'MELLO

## PROFILE

MSc Finance graduate from Nottingham Trent University seeking a Finance role. Skilled in client collaboration, tailored investment strategies, and portfolio monitoring. Experienced in client acquisition and market share growth. Strong in relationship management, compliance, risk management, and cross-selling. Proficient in portfolio analysis and investment decisions. Deep understanding of financial markets, investment principles, and financial analysis. Excellent communication and teamwork skills. Certified in Bloomberg Market Concepts.

## WORK EXPERIENCE

- Nottingham College** 09/2023 - 11/2023  
*Finance Assistant, United Kingdom*
  - Maintained and reconciled purchase ledger accounts, investigated discrepancies, and processed invoices and credit notes following finance procedures.
  - Handled credit card transactions, travel arrangements, and credit reconciliations within set deadlines.
  - Assisted in bank reconciliations, processed various payments, and addressed queries from students, customers, and internal stakeholders to meet service level targets.
- Toot Hill School** 05/2023 - 07/2023  
*Finance Assistant, United Kingdom*
  - Verified invoices against purchase orders and contracts.
  - Assigned general ledger codes and cost centers in PS Financial software.
  - Generated payment files per authorization controls.
  - Audited supplier transactions for accuracy.
- A. J. Vageriya & CO** 01/2021 - 01/2022  
*Accounting & Audit Associate, India*
  - Facilitated Demat account creation, portfolio management, and investment guidance for clients.
  - Managed accounting cycles, prepared financial forecasts, and ensured regulatory compliance (VAT, GST).
  - Handled audit queries and conducted statutory, tax, and concurrent audits.
- Lighthouse Entertainment Private Limited** 11/2018 - 03/2020  
*Team Leader Intern*
  - Led event planning team, organized conferences, corporate events, and private parties.
  - Developed and managed event budgets, tracked expenses, and coordinated logistics.
  - Communicated with clients to meet their needs and coordinated with vendors for timely delivery.

## ACHIEVEMENTS

- Provided consultancy to a Nottingham beverage company, transforming it from loss-making to profitable and increasing projected revenue by £25,000.
- Identified core competencies, developed a restructuring plan, and streamlined operations. Mitigated risks, improved cost efficiency, and collaborated with a cross-functional team.