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| DSCN5179NISHANISHA.271592@2freemail.com PERSONAL DATA:Date of Birth : 10th Nov 1983Sex : FemaleNationality : Indian | Objective:Aim to be associated with a progressive organization that gives me the scope to apply my knowledge and skills and to involve part of the team that dynamically works towards the growth of the organization. **Personal Strength:*** Achievement and result oriented with excellent communication and interpersonal skills.
* A good team player with an ability to lead a team by example and motivate them to achieve desired objectives.

Professional Experience: **Company : Consolidated Medical & Dental Supplies LLC, Dubai** Designation : Administrative Assistant cum Junior Accountant Reporting to : Managing DirectorDepartment : Administration & AccountingDuration: July2013 – July 2015**Duties & Responsibilities:-*** Maintaining records of accounts & Front Office Administration.
* Maintaining records in tally.
* Attending & Screening Incoming Calls, Faxes, Mails & Drafting Letters.
* Maintaining Physical cash along with other data entry works.
* Provide needful support to Sales Department.
* Establish and maintain excellent customer relationship with clients.
* Follow ups of all the customers/cliental requirements.
* Record keeping & file management as per company process.
* Assisting internal auditors with reconciliation of data.
* Maintained excellent relations with key clients / business groups to generate referrals as well as build avenues for additional business.

**Company : Mineral Exploration Corporation Limited (M.E.C.L.), Nagpur** Designation : Office AssistantReporting to : ManagerDepartment : AdministrationDuration : June 2011 to June 2012**Duties & Responsibilities:-*** Front Desk handling for customer queries / complaints to ensure quality Customer Service / Sales.
* Attending & Screening Incoming Calls, Faxes, Mails & Drafting Letters.
* Maintaining Physical cash along with other data entry works.
* Provide needful support to other Departments.
* Establish and maintain excellent customer relationship at all accounts.
* Follow ups of all the customers / cliental requirements.
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**Company : Shriram Transport Finance Co. Ltd. (NBFC), Nagpur**

 Designation : Assistant Executive

 Reporting to : Operations Head & Vice President

 Department : Operations

 Duration : March 2007 to October 2008

**Job Duties & Responsibilities:-**

* Coordinating with 40 branches for payment.
* Coordination with Head office for all branch related queries.
* Taking care of all the payment procedures including preparing multicity cheques.
* Preparing MIS statements on daily, monthly & yearly basis and send it to HO.
* Maintaining all kind of documentation related to vehicle loan & disbursement.
* Managing day to day operations as per the company’s standard policies.
* Providing support to the sales team, ensuring all sales & customer service objectives were met.
* Provide needful support to other Departments.
* Initiating the processing of the procured documents of the customers.

**Company** : **Agrawal Chalani & Co. (C.A. Firm), Nagpur**

Designation : Junior Accounts Assistant

Reporting to : Chartered Accountant

 Department : Accounts

Duration : July 2006 to February 2007

**Job Duties & Responsibilities:-**

* Preparing P&L, Balance Sheets & Other activities of CA firm.
* Assisting in handling Audit of companies.

**Areas of Interest:-**

* Customer Service & Back Office operations
* Office Administration

Educational Qualification:

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| Course |  | Board/University |  |
| **M.Com ( Commerce )** |  | 2006 at University of Nagpur, India |  |
| **B.Com ( Commerce )** |  | 2004 at University of Nagpur, India |  |
| **HSC** |  | 2001 at University of Nagpur, India |  |
| **SSLC** |  | 1999 from Board of Public Examination, Nagpur, India. |  |

**Computer Skills:**

* Operating Systems : MS-Office, Windows, Tally.
* Packages : MS Office, Computerized practical accounting with Tally.

**CAREER PROFILE:**

* Possess effective written & verbal communication skill.
* Ability to handle multiple tasks and solve customer queries efficiently.
* Possess excellent customer service skills & telephone handling skills.
* Goal oriented and ability to set goals as well as meet objectives.
* Excellent administrative and organizational skills.
* Recognized as a creative and logical thinker with a problem solving attitude.
* Unique ability to adapt quickly to challenges and changing environments.
* Effective interpersonal skills with pleasing disposition.
* Able to coordinate with multiple projects and meet deadlines under pressure.
* Technically proficient with all Windows OS, MS Office, MS Excel, & Tally.
* Confident in working with IT enabled environment.

**SKILLS & TRAITS:**

* Good Organizational Skills, Good Listener, Problem Solver.
* Self-starter, self-motivated with positive attitude and leadership qualities.

**Hobbies:**

* Listening to Music, Cooking.

**References:**

* Shall be provided upon request.

**Declaration:**

I hereby declare that the information furnished above is correct and complete to the best of my knowledge & belief and no information whatsoever has been concealed / distorted.