**NICOLE**

[**NICOLE.364586@2freemail.com**](mailto:NICOLE.364586@2freemail.com)

**Career Objective:**

To build a career in the field of Finance with a professionally managed organization, where in my skills will be focused to the best interest of the organization enabling its dynamic growth, progress and as well as my own.

**PERSONAL INFORMATION:**

Nationality: Indian

Date of birth: 02 October, 1992

Gender Female

Marital status: Single

Visa status: Father’s Sponsorship

**WORK EXPERIENCE:**

**Company Name:** National Bank of Abu Dhabi

**Dates:** December 2015 – Present

**Position in the Company:** Service Ambassador

**Description:** Ensure excellent banking service is provided and assisting the branch in smooth functioning of day to day duties

Delivering 100% customer satisfaction promise

Cross selling banks products and services

Ensuring all walk in customers are greeted, directed to the right counters, assisted in completing transactions, queries answered and serviced efficiently

**Company Name:** Baker Tilly – Audit, consultant and Accountancy firm.

**Dates:** July 2015 – November 2015

**Position in the Company:** Audit Assistant (Internship)

**Company Name:** Lari Exchange

**Dates:** May 2015 to July 2015

**Position in the Company:** Remittance Officer, International Banking Division

**Company Name:** National Bank of Abu Dhabi

**Dates:** July 2013 to August 2013

**Position in the Company:** Internship

2010 to 2013 assisted in my family business in Mumbai, India namely, maintaining petty cash, attending banking transactions and office administrative functions.

**EDUCATION:**

**Degree: Master in Business Administration (MBA) in FINANCE**

**Institution:** Cardiff Business School,

Cardiff University, United Kingdom.

Grade obtained: First class.

**Completion Date:** 2015

**Degree: Bachelor of Commerce**

Subjects studied: Accounting, Auditing, Costing, Financial Management, Economics and Information Technology.

**Institution:** Mumbai University, India.

Grade obtained: First class with distinction 84%.

**Chartered Accountant of India, Inter CA Part 1**

Passed the exam. (Financial Accounting, Costing, Taxation, Law)

**Completion Date:** 2013

**Languages known:** English and Hindi.

Excellent IELTS scores.

**Computer proficiency:**  Knowledge in computer MS packages.

**Driving License:**  Possess valid UAE driving license.

**Extra-curricular activities:** January 2008 – Created New Meet Athletic Record in Shot Put in Central Board of Secondary Education Meet at national level, India.

November 2008 – Created New Meet Swimming Record in 100 meters Breast Stroke event in Central Board of Secondary Education Meet at national level, India.

2008 – 2009 - Received National Award - CHACHA NEHRU SPORTS AWARD from Central Board of Secondary Education, India.

I have won several prizes at school, inter – school, clubs and CBSE national level in swimming and athletic.

Swimming champion of Abu Dhabi Indian School in academic years 2008 – 2009 and 2009 – 2010.

Sports Secretary of Abu Dhabi Indian School from 2008 to 2010.

Hobbies: Swimming and Music.

**Reference available on request.**

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