**Nisha**

**Nisha.366636@2freemail.com**

**PROFILE**Completed Master of commerce degree from Gujarat University –India (May 2004). I am keen on working in sectors related to accounting and finance. Excellent organization skills,problem solving and peoples skill with dedication to clear communication, energy in commitment and willingness to learn, enthusiastic, effective presentation skills.

**PERSONAL PROFILE:**

* Hard working, efficient, proficient, deal effectively with confidant
* Ability to learn quickly
* Strong interpersonal & communication skills
* Reliable and responsible work ethics.
* Able to work under pressure & meet deadlines
* Very good team managing skills & Team worker
* Commitment towards jobs
* Good communicator

**PERSONAL DETAILS:**

Date of Birth : 19th October 1981

Place of Birth : Kalol

Gender : Female

Nationality : Indian

Marital Status : Married

Visa Status : Residence (Husband Sponsor)

**LANGUAGES SKILLS**

 English, Hindi, & Gujarati

**EDUCATIONAL QUALIFICATION**

* **M.Com - Master of Commerce Passed** from **Gujarat University– India**

 **(May 2004)**

* **B.Com – Bachelor of Commerce Passed** from North **Gujarat University– India(June 2002)**
* **H.S.C – Higher Secondary Certificate – Passed** From **–Gujarat Secondary Education Board – India (March 1999)**
* **S.S.C - (Secondary School Certificate – Passed** from **Gujarat Secondary Education Board) (March 1997)**

**TECHNICAL CERTIFICATES**

* **Tally Accounting Certificate - From Ahmadabad**
* **M.S Office ( M.S Word, M.S. Excel, M.S PowerPoint) - From Ahmadabad**

**OTHER QUALIFICATION**

* **Knowledge Immigration Works (Entry Permit for wife/Children, Parents, Company, Stamping, Medical typing etc…)**
* **Excellent in M.S Office - Word, Excel, Power Point , Tally and comrade software**
* **Excellent in Internet Browsing, Searching, Downloading**

**WORK EXPERIENCE**

* **Worked as a TYPIST/DOCUMENT CLEAR with Silver Star Document Clearing L.L.C, DUBAI. UAE.(*Immigration works, Medical Works and all other Visa works* (One Year).**
* **Worked experience in Blue Lagoon Swimming Pools LLC as an Account and admin. Work. Dubai. U.A.E. (3 year).**
* **At present working in Taj Mahal Restaurants and Excellence Hotel Supplies LLC as an Accountant (More than 2 years).**

**Declaration**

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