**Nisha**

nisha.383756@2freemail.com

Dubai UAE.

**PERSONAL PROFILE**

Gender : Female

Date of Birth : 27/11/1996

Marital Status : Single

Nationality : Indian

Religion : Catholic

Languages known : English, Hindi, Marathi & Konkani.

**OBJECTIVE**

Seeking full-time career opportunity to succeed in an environment of growth and excellence, to hone my

technicalandprofessional skills to help me achieve personal as well as organizational goals.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board** | **Year** | **Percentage** |
| Bachelors in Accounting and finance | St. Gonsalo Garcia College of Arts and Commerce | University Of Mumbai | 2017 | Final year 66.42 |
| HSC | St. Xavier’s Jr College Of Science and Commerce | Maharashtra Board | 2014 | 80.62 |
| SSC | St. Anthony’s High School | Maharashtra Board | 2012 | 62.60 |

**PROFESSIONAL EXPERIENCE**

**ACCOUNTS ASSISTANT**

**"Magnus Telecommunications Pvt. Ltd.", *Mumbai India.***

*10/06/2017-05/09/2018*

**Key Responsibilities:**

* Posting of purchase, sales, payments, receipt collections and journal vouchers.
* Handled day to day cash and bank transactions.
* Prepared outstanding list of debtors and making payment follow up.
* Reconciliation of bank statement.
* Maintained cash transactions, petty cash book and managed accounts payable.
* Managed day in and day out operations of accounts department.
* Prepared quarterly VAT Return.
* Prepared Monthly GST return.
* Maintained salary registers in Ms-Excel.
* Maintained balance sheet and profit & loss.
* Establishing and maintaining fiscal files and records to document transactions.

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| * Tally ERP 9
* Ms Office
 |  |

**INTERPERSONAL SKILLS**

* Creative thinking
* Strong work ethic.
* Dedication towards work.
* Problem solving
* Positive and team-oriented attitude
* Hard working

**CURRICULAR ACTIVITIES**

* Successfully Completed Maharashtra State Certificate in Information Technology *(MS-CIT).*

**INTERESTS**

* Cooking
* Playing badminton and carrom
* Listening to music

**DECLARATION**

**I hereby declare that the above provided information is authentic to the best of my knowledge.**