**Nisha Mathew**



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Objective To pursue a demanding Finance & Accounting role within a reputed firm with the approach to take up responsibilities to accomplish organisational goals where in my skills and

potentials are being utilised & gaining knowledge to contribute to the growth of the firm

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Profile Strong planner and problem solver who readily adapts to change, works independently

and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

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Experience Trainee, **Labour Commission**, Port Blair - May 2014-Present

Maintaining personal files of employes and documentation.

Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors

Outstanding list and reporting to Management.

Well versed in preparation of department wise Monthly Collection Report.

Expertise in reconciliation of receivable & payables with their respective statements. Expertise in Preparation of monthly schedules.

Supervising and Coordinating subordinates to ensure in smooth accounting. Handling Self-Correspondence with all Business Clients, Suppliers and Banks.

Diplomatic and Excellent in Public Relation and Oﬃce Administration.

Strong in adopt new analytical approaches, tools & environment. Handling leave records and attendance system with the HR manager

Explaining the policies, procedures, benefits, and what will be expected for new employes

Creating Job Descriptions, advertising on job portals & newspapers, and coordinating with Functional Heads & Project Managers for ensuring successful hiring.

Preparing letters such as oﬀers confirmation based on senior instructions.

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Education Bangalore University, **Master in Human Resource & Finance** - MBA, 2014 (Pursuing)

Vinayaka Mission University, **Bachelor of Information Technology** - BE, 2012

**Senior School Certificate Examination**, St. Joseph’s Residential School, Chennai - 2008

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Skills Well versed with use of computer for oﬃce use and feeding inspection data.

Familiar with software packages like Google Apps and MS Oﬃce.

Familiar with Windows and Mac OS X Operating Systems

Organizational: Eﬀective at time management and prioritizing tasks to achieve deadlines.

Interpersonal: Collaborate with a team, leadership and communication skills.

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Personal Profile Indian, Female, Single, DOB - 07 Aug 1989, Languages - English, Hindi & Malayalam