

# Nishmitha Dsouza

Bengaluru, Karnataka

[nishmithadsouza5\\_3pn@indeedemail.com](mailto:nishmithadsouza5_3pn@indeedemail.com)

+971-56-486-8946

To pursue a challenging and satisfying career in your esteemed organization and be a part of it, that gives me a scope to enhance my knowledge and skills

Self-starter with ability to multi-task, work under pressure, completely adaptable, flexible about work place location & work hours in case of right opportunity, a team player.

## Work Experience

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### **Account Assistant**

Ullal, Karnataka

May 2013 to 2020

Duties and Responsibilities:

- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Planning and Budget Control.
- Assisting qualified Accountants with audits.
- Preparation of financial reports.
- To manage day to day operations of the accounts department.
- To manage accounts payable (bill payments salaries etc) and receivable through cash/cheque/voucher in a timely manner.
- To establish and maintain fiscal files and records to document transactions.
- To maintain and reconcile cash/financial accounts.
- To maintain spread sheets for monitoring and analyzing accounting data and prepare
- Financial reports.

Technical Skills & Strengths

Operating System - Windows XP/98/Vista/7/8

Microsoft Office - Excel, Word, PowerPoint,

Internet & Networking

- Personality Development and Soft-Skill Training
- Socializing & Communicating
- Dynamic & confident with a will to make things happen
- Confidence to deal with people

Ability to perform under stress

## Education

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**B.Com**

Mangalore University - Mangalore, Karnataka  
2009 to 2012

St. Sebastian College - Mangalore, Karnataka  
2009