



**NIMISHA STEPHEN**

Mob: 0504295334

Email: nimishastephen95@gmail.com

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### **OBJECTIVE:**

- To pursue a career in a lively formal and pulsating in a professional environment that supports team work and leadership qualities within its organization.
- A highly motivated administrative professional in pursuit of an apt profile that will give the exposure and experience to complement academics and in turn prove to be a valuable asset to the organization.
- Excellent interpersonal, communication and relationship-building skills, Listen attentively, communicate persuasively and follow through diligently.

### **ACADEMIC QUALIFICATION:**

- Master Level Degree: Master of Business Administration (Banking with Finance) from Bharathiar University -2019, Gudalur.
- Bachelor Level Degree: Bachelor of Commerce (Finance & Taxation) from Mahatma Gandhi University-2017, Kottayam.
- Sacred Heart Matriculation School -2014, Kayyunni
- Sacred Heart Matriculation Higher Secondary School -2012, Kayyunni

## **WORK EXPERIENCE:**

➤ **Worked as a HR Manager in Marina Hospital, Ambalavayal**

**(19<sup>th</sup> August 2019 to 1<sup>st</sup> November 2021).**

### **Job Responsibilities:**

- Experience in supervising and guiding all staffs.
- Involved in assigning duties for staffs.
- Performed and actively participated in the staff recruitment process.
- Handed both customers and staff issues.

➤ **Worked as an Accountant Trainee in Taxation Point, Sulthan Bathery**

**( 24<sup>th</sup> July 2017 to 17<sup>th</sup> August 2019).**

### **Job Responsibilities:**

- Performed tax calculation on quarterly and monthly basis.
- Prepared profit and loss account and balance sheet.
- Involved in entering the bank statements.

## **ADDITIONAL SKILLS:**

- DCA Tally
- Microsoft Office –MS Word, MS Excel
- Master Accounting

## **PERSONAL DETAILS:**

Name	:	Nimisha Stephen
Date of Birth	:	02.11.1995
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Christian
Languages Known	:	English, Malayalam, and Tamil.
Visa	:	Visit Visa