**RESUME**

**NISHA VIBIN**  
 **Post Graduate in MBA Finance with Husband Visa**

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**Profile:**

Result oriented, dedicated and focused, able to prioritise and complete multiple task and follow through to achieve project goals.

**Objective:**

Seeking a challenging position in a progressive organisation, effectively utilize my knowledge, and providing opportunities to enhance my professional growth.

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Course/Examination** | **University/Board** | **% marks** | **Year** |
| 1 | SSLC | CBSE | 55 | 2000 |
| 2 | Plus Two | CBSE | 76 | 2002 |
| 3 | B.com | Mangalore | 66 | 2006 |
| 4 | M B A | VTU University | 59 | 2009 |
| 5 | PDCFA | Kerala Govt Rutonix | 60 | 2017 |

**Experience:**

* Worked as an accountant assistant in Nova Collections Kunnamkulam, Thrissur (Kerala) from 2009 August to 2012 March.
  + Handling all accounts work assigned by senior account officer.
  + Maintaining account receivables.
  + Document bills and supporting documentation.
  + Updating financial records via accounting software.
  + Follow up with receivable collection
  + Preparing purchase and sales order in Tally ERP system.
  + Enter purchase invoice and check with local purchase order.
  + Control customer and creditor outstanding.
  + Helping senior accounting officer in monthly Bank Reconciliation statement.
* Worked in Radhakrishna Finance Private Ltd. (NBFC) as Customer Relation Executive & Junior accountant and Administration department from February 2013 to 2015 December.

**Administrative and Accounts Activities:**

* Handling all accounts work assigned by senior accountant.

1. Posting all banking entries in Tally ERP system
2. Updating all accounting entries in system.
3. Preparing ledger book manually.
4. Providing all support to my senior in accounts department whatever he asks to do.

* Maintain all customers’ record in deposit section and try to find solutions for them by guiding them appropriately.
* Issuing bond to deposit holders
* Handling all work assigned by General Manager regarding drafting and keeping up the records.
* Handling all work assigned by Managing Director of the company
* Maintain all personal files of the staff members in the company
* Checking the company’s mail and filtering the appropriate personal C V for coming up vacancies.
* Maintain Stock list
* Supervising the work of the attender and part time wagers, etc.
* Doing all clerical work such as collecting details of the new staff and handing over to the concerned services providers to make identity card to the staff members.
* Doing all necessary work for providing PAN card to customers. Etc.

**As a Customer Relation Executive:**

* Expected to handle the customer desk of the office independently
* Achieve positive outcomes from guest queries in a timely and efficient manner.
* Demonstrate a high level of customer service at all times.
* Inappropriate customer behaviour should be reported to the senior superior very diligently.
* Recording all grievance of the customers, and will try to find solutions for them by guiding them appropriately.
* Keeping contact details of the customers and services providers, group’s
* **Worked as Receptionist in Real 2021 From May 2018 to September 2019(Dubai)**
* Greeting clients and visitors to our office
* Giving clients directions to various parts of the office
* Answering phones and taking messages and sorting and distributing mail.
* Providing knowledge about company’s products to clients.
* Finding customers queries and providing solutions.

**Computer Skills**

* Government Approved Professional Diploma in Computerized Financial Accounting

(Under Kerala Rutronix) Tally, ERP & Peachtree

**Personal Details:**

Husband Name : Adv. Vibin P M

Father’s Name : Shivan A S

Age & date of Birth: 37, 23.04.1984

Nationality : Indian

Marital Status : Married

Children : Aadithyan P V, Aadav P.V

Languages Known : English, Hindi, Kannada, and Malayalam

Contact Number : +971502559537

Interest & activities : Cooking and Travelling

Email : nishavibin12@gmail.com

**Declaration:**

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

**Place: Dubai**

**Date: 30-03-2022 Nisha Vibin**