

Miss. NIKITHA JOHNSON  
Mobile :- 0585838170  
Email :- nikkyrosenikitha@gmail.com



**CAREER OBJECTIVE :-**

Seeking an opportunity to work with industry leaders position to utilize and expand my skills and abilities, imbibing the theory of “maximum & proper utilization of the available resources”, to produce timely results and to work hard for the upliftment of the organization.

**CAREER SUMMARY:-**

Around 02 Years experience in Administration & Accounting Department.

**PROFESSIONAL PROFILE:-**

Employer	HEDGE ACCOUNTING SOLUTION(ABUDHABI)
Title	Administrator Cum Accountant
Date of Employment	26/12/2019 to till date

**RESPONSIBILITIES:-**

- Handling overall office routine work independently.
- Provide administrative support to Managers and keeping administrative records.
- Responsible for ensuring the smooth day to day running of the office.
- Supporting the manager in ad hoc tasks.
- Processing new VAT registrations.
- Preparing VAT reports and VAT return filing on time.
- Preparation of Financial reports.
- Handle multiple accounts on an ongoing basis.
- Preparation of letters and emails on the basis of the situation.
- Preparation of Quotations and Agreements.
- Handling Petty Cash & Prepare Vouchers.
- Preparation of Outstanding Statements.
- Attending phone calls and emails.
- Follow ups and support for the ICV Certification process.
- Conducting interviews for the candidates.
- To communicate with all team members and provide important updates as well as communicate with clients to provide clarification and information integrity guarantees all accounts are handled honestly and beneficially for the client.
- Provide clarifications for the doubts of clients.

**PROFESSIONAL PROFILE:-**

Employer	PROHUB PROCESS MANAGEMENT PVT. LTD(INDIA)
Title	Coordinator-Marketing
Date of Employment	02/08/2018 to 31/10/2019

**RESPONSIBILITIES:-**

- Supported Marketing Manager with all marketing and branding strategies by project coordination to include timelines, proofing, and evaluating marketing copy and design with internal and external vendors.
- Coordinated and organized meetings for potential new vendors which led to cost reduction and improved quality.
- Initiated sales and marketing activities, including phone calls, e-mails, online postings and face-to-face meetings, designed to identify and engage prospective new customers.
- Developed and produced monthly newsletters for current and prospective clients
- Managed all event operations.
- Prepared and presented weekly reports, post-event analysis, and strategy proposals to management.
- Prepared presentation materials, trade shows, customer communications, and created marketing plans.
- Analyzed monthly sales data to develop reports, forecasting, and provide recommendations to senior management.
- Computed and analyzed complex monthly budget and revenue reports used by upper management.

Employer                                      M DAVIS & CO CHARTEREDACCOUNTANTS(INDIA)  
Title    Accounts Trainee  
Date of Employment                      20/07/2015 to 15/08/2016

**RESPONSIBILITIES:-**

- Prepared and completed various substantive audit tests (test of detail) on balances such as; Investments, Cash, Receivables & Income.
- Managed the audit confirmation process to ensure that all confirmations were sent out and returned in a timely manner.
- Created worksheets in excel for sales tax and Income Tax. Further more reconciled and ensured accuracy of bank and control accounts of the clients as well as generated and posted company accounts to accounts software package
- I helped in the preparation of Tax Returns such as Income Tax, Sales Tax and Corporation Tax.
- Prepared monthly Financial Accounts such as Bank Reconciliation, Accounts Receivable, Accounts Payable and Payroll.
- Assisted senior auditor to perform audits in various industries, including manufacturing, retail and service.
- Performed stock counts at various client locations.

**EDUCATION QUALIFICATION:**

Course/Degree	University/Board	Year of completion
MBA(Finance & Marketing)	Calicut University	2019

B Com(Computer Application)	Mahatma Gandhi University	2015
Plus Two(Commerce)	Kerala Board	2012
SSLC	Kerala Board	2010

#### **ADDITIONAL QUALIFICATION:**

- TALLY ERP 9
- MS Office
- MS Excel
- Power Point

#### **PROJECT**

- Experienced in working with a project on the study of **Cash Management** of Indian Coffee Board Worker's Cooperative Society Limited, Thrissur.

#### **ACHIEVEMENTS:**

- Won 1st prize for the presentation on 'New Investment Avenues' in 2015.
- Won 2nd prize in the 'Business Plan Development' Contest in 2017  
MANAGOGALA.
- Worked as a Coordinator of Inter-College 'Business Plan' contest conducted by AIMA in 2017.
- Worked as the Coordinator of LEGADO (All India Management Fest) organized by Holy Grace Academy of Management Studies, Mala.

#### **PERSONAL PROFILE:**

Name:	Nikitha Johnson
Date of Birth:	08/07/1995
Father Name:	Johnson Antony
Mother Name:	Sherly Johnson
Nationality :	Indian
Address :	Kalparambath House, Puthenchira East P.O, Thrissur
Present Address:	Villa No. 56, Near Khalidiya Park, Khalidiya
Contact No.	0585838170
Hobbies :	Listening Music, Reading Books, Singing
Passport No.	N5535029
Visa	Residence Visa
Place of Issue	Cochin
Date of Issue	16/12/2015
Date of Expiry	15/12/2025

**REFERENCE:-**

**DECLARATION:**

I submit this request for your kind consideration and hereby declare that the above stated particulars are true and correct to the best of my knowledge and belief.

Place: Abu Dhabi

NIKITHA JOHNSON

Date: