***RESUME***

NISHMA INED PEREIRA

D/O Nicholas Pereira& Ivy Pereira

Tharikambla House

Bajpe Post

Mangalore-574142

Mob: 35980514

Email:nishma.pereira@gmail.com

**CAREER OBJECTIVE**

Intend to build a career with leading corporate with hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential, willing to work as a key player in challenging and creative environment.

**EDUCATION QUALIFICATION**

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| --- | --- | --- |
| **Education** | **Institution** | **Year of passing** |
| SSLC | St.Josephs High school  Bajpe | 2012 |
| PUC | St.Josephs PU College  Bajpe | 2014 |
| B.Com | St.Agnes College, Bendur | 2017 |

**ADDITIONAL COURSES**

1. HIGHER DIPLOMA IN COMPUTER APPLICATION

This includes:

Microsoft windows, Microsoft word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Tally, Adobe Page Maker, and Corel draw, Adobe Photoshop, Nudi-Kannada software, Internet.

2. Peach tree

**Work Experience**

* 1 .5 years working as accountant come office assistant & teacher in Manipal institution of computer education at Mangalore.
* worked HR Cum Accountant in HAJEEN HOUSE BUILDING INSTALLATION since from 11/11/2018 till /12/06/2020.

**Roles and responsibilities**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

**Skills**

* Demonstrated ability to perform duties with a strong attention to deal with limited supervision
* Strong teamwork skills and the ability to interact effectively with all levels of staff
* Proven ability to take the initiative, multi-task, and achieve results in a fast-paced and changing environment
* Excellent oral and written communication skills
* Strong financial acumen
* Good relationship building/interpersonal experiences
* Previous project management experience is
* Customer orientation
* Effective critical thinking skills
* Process improvement skills
* Strong computer application skills like ms word, ms office, tally, peach tree, power point, Microsoft PowerPoint, Microsoft Access, Adobe Page Maker, and Corel draw, Adobe Photoshop.

**STRENGTH:**

1.Positive Thinking

2.Self-Confidence

3.Co-Ordination

4. Hard working

5. Self-dedicated

**PERSONAL INFORMATION:**

Name : Nishma Ined Pereira

Date Of Birth :11-04-1996

Religion : Christian

Nationality : Indian

Sex :Female

Marital Status :Single

Language Known :English, Hindi, Kannada ,Tulu, Konkani,

Hobbies :Gardening

Presently resident : Bahrain

Visa status : WORK VISA/ TRANSFERABLE

**DECLARATION:**

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Yours faithfully,

(NISHMA PEREIRA)