

NIMMI P

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATIONAL QUALIFICATION

B-com With Cooperation Kannur University	2014
Post Graduate Diploma In Computer Application Kerala Board Of Technical Education	2017

PERSONAL STRENGTH

- Flexibility and Punctuality.
- Positive attitude towards my career and life.
- Co-operation.
- Capability of handling various tasks confident.

COMPUTER PROFICIENCY AND CERTIFICATIONS

- Certified Coursing Computerised Accounting In Tally.
- Advanced MS Office (Excel,Word,PowerPoint).

WORK EXPERIENCE

1. **Organization : Kasaragod Municipality, Govt. Of Kerala**

Position : Accountant Cum IT Assistant
Duration : 22/04/2017 to 20/11/2023

- Daily record preparation.
- Maintaining accurate records of financial transactions.
- Invoice processing and filling.
- Keeping financial control records for expenditures, allotments and receipts etc..
- Responsible for entering financial data into the company's accounting system.

2. **Organization : Kasaragod Municipality, Govt. Of Kerala**

Position : Data Entry Operator.
Duration :10/10/2016 to 20/03/2017

- Collecting and entering data in databases and maintaining accurate records of valuable company information.
- Identified and corrected data entry errors to prevent duplication across systems.
- Scan documents and print files, who needed.

DECLARATIONS

I hereby declare that all the above information's given by me is correct and true to the best of my knowledge. If were placed in your esteemed concern, I will perform my duties with the most significantly and to your full satisfaction.

Place: Dubai, UAE

NIMMI P



CONTACT

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- @ nimmip94@gmail.com

PERSONAL DETAILS

- Date of Birth : 17/03/1994
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Passport : V5683373
- Visa Status : Family Visa

SKILLS

- Executive Team Leadership & Motivation Skills
- Innovative thinker.
- Clear Communicator.
- Great Organisational Skills,
- Ready to take challenges & Good problem-solving skills.
- Attenntion to Detail.



LANGUAGES

- English •Malayalam •Tamil