

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 : 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.
2. **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.

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

- Duabi, UAE
- +971565414969
- 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.
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- ## LANGUAGES
- English

•Malayalam

•Tamil