



# GOWSHIGA NANCY

Accountant

## Professional Summary

Highly focused and meticulous Accountant with an excellent employment record of accuracy and client satisfaction. Exceptionally discreet and ethical financial manager across a variety of banks and businesses. Able to work well independently or as part of a financial management team.

## Experience

### 2019 - 2023

Sri Sai Karthik Hospital, Durai Samy Nagar, Neyveli-1, Tamil Nadu.

#### Accountant & Stock Maintenance

##### Responsibilities:

- Reconciling the company's bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditure.
- Managing income and expenditure accounts.
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company
- Stock managing using medicine supply.
- Keeping a record of sales and restocking the pharmacy accordingly.

##### KEY SKILL

- Preparing and Reporting on Financial Statements.
- Knowledge of Spreadsheet Software.
- Time Management and Organization.
- Critical Thinking.
- Communication

##### IT PROFICIENCY

- Microsoft Office & Tally

##### DECLARATION

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

GOWSHIGA NANCY

## Contact

### Phone

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+919025519893

### Email

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### Address

NO:703 Iraqi Building Sharjah,  
Muwaileh

## Education

2019

### Bachelor of Commerce BCOM

Bharathidashn University, Tiruchirappalli.  
Idhaya College for Women,  
Kumbakonam, Tamil Nadu.

Higher Secondary 2016

SSLC 2014

## PERSONAL INFORMATION

Availability - Immediately  
available

Date of birth - 27/08/1998

Nationality - Indian

Marital status - Married

Passport no - Y7194159

Visa status - Visit visa

## Language

English - Professional

Tamil - Native language

Malayalam - Fluent

Hindi - Intermediate