

## NISHAMUDHEEN P



### Contact

@ nishamnichu71@gmail.com

543058704

Flat No:R-31 karama shopping complex, Al karamah

### Personal Details

Date of Birth : 06/01/1997

Marital Status : Single

Nationality : India

Visa status : Notice period

### Computer Proficiency

Focus 9 Tally ERP 100%  
Accounting (VAT) Peachtree  
Accounting Quickbook  
Accounting MS Office  
Word,Excel, powerpoint

### Languages

English ( Read,Write,Speak ) ☐  
Malayalam ( Read,Write,Speak ) ☐  
Hindi ( Read,Write) ☐  
Arabic(Read,Write)☐

### Key Skills

Team player Quick learner  
Service minded Decision maker  
Supervision Problem solving

### OBJECTIVE

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

### WORK EXPERIENCE

**Seven Harvest Trading LLC (Arab India Spices, Ajman)** 2022-jan - 2024-july  
Sales coordinator

- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Monitor and organize inventory while effectively tracking new services and products for sale
- Arrange for creation and distribution of presentations and supporting documents to help sales team generate business leads

**SM Associates Tax Practitioners** 2019 - 2021  
Accounts Assistant

- Following the daily and monthly book keeping( collecting invoices,preparing payments,verifying documentation,...)
- Prepare,reconcile and record the payments and receipts
- Communicate with clients for the related invoices and payments
- Maintaining the Account payables and receivables
- Maintained general ledger and prepared tax returns
- Maintaining the all financial matters and preparation of financial reports like payroll, income statement, balance sheet, expenses analysis on Tally , Excel and Emails.

**Spectrum computers** 2017 -  
Tally internship trainee ( 1month )

### EDUCATION

**Master of Business Administration in Finance** 2017-2019  
JNU University

**Bachelor of Business Administration** 2014-2017  
Hamdard University

**Spectrum Computers** 2017  
Diploma in E-Accountant  
Including Tally erp 9, MS office,Peachtree accounting and Quickbook accounting