

Personal information

- Nationality: Indian
- Religion: Islam
- Gender: Female
- Place: Deira Dubai
- Date of birth: 02/06/1991
- Marital status: Married



St Paul's girls higher 2 secondary school HSC 73

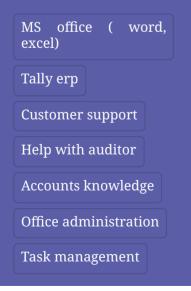
Alagappa university 2015 B.com computer application 74

Alagappa university 2022 MA

CSC computer 20.
Education
Diploma in computer application
99

Alagappa university 2024 MBA 79





Rajabun Nisha

O Deira, dubai, UAE

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Objective

Detail-oriented accountant with a solid background in financial reporting, budgeting, and tax preparation. Proficient in QuickBooks and Excel. Aiming to join a reputable firm where I can apply my accounting expertise to manage financial records accurately and support business growth.

Experience

1. Accountant (Mahrishi Vidya mandir CBSE)

2016 - 2024

- 2. Office administrator (Al aman crescent)
- 3. HR (Mahalakshmi multispeciality hospital)
- 4. Data entry (Hajja Sara ammal)
- 5. Typing and computer assistant (Suresh logistics company)
- *Key Responsibilities:*
- 1. *Financial reporting*: Prepare and present financial reports, including balance sheets, income statements, and cash flow statements.
- 2. *Budgeting and forecasting*: Create and manage budgets, as well as forecast financial performance.
- 3. *Financial analysis*: Analyze financial data, identify trends, and provide insights.
- 4. *Auditing and compliance*: Ensure compliance with laws and regulations, as well as conduct audits to ensure accuracy and completeness of financial records.
- 5. *Accounting operations*: Maintain accurate and timely financial records, including accounts payable, accounts receivable, and payroll.
- 6. *Financial planning*: Provide financial guidance and support to management, including financial planning and strategy development.
- 7. *Risk management*: Identify and mitigate financial risks, including fraud and non-compliance.
- 8. *Communication*: Communicate financial information to non-financial stakeholders, including management, employees, and external parties.
- 9. *Certifications*: Internal audit strategies

Key Responsibilities*

- 1. *Administrative Tasks*: Manage and complete administrative tasks, such as answering phone calls, responding to emails, and handling mail.
- 2. *Record-Keeping*: Maintain accurate and up-to-date records, both physical and digital.
- 3. *Scheduling*: Schedule appointments, meetings, and events, and ensure that all necessary materials are prepared.



- 4. *Customer Service*: Provide exceptional customer service, responding to queries and resolving issues in a professional and courteous manner.
- 5. *Data Entry*: Enter data into various software systems, ensuring accuracy and attention to detail.
- 6. *Filing and Organization*: Maintain a tidy and organized workspace, including filing systems and office supplies.
- 7. *Travel Arrangements*: Book travel arrangements, including flights, hotels, and car rentals.
- 8. *Expense Reports*: Prepare and submit expense reports, ensuring accuracy and compliance with company policies.
- 9. *Meeting Preparation*: Prepare meeting materials, including agendas, minutes, and presentations.



Project

Payroll prepare



Language

- Tamil
- English



Tourist visa Details

15/02/2025 to 10/04/2025