



Personal information

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

Education

St Paul's girls higher secondary school HSC 2009 73

Alagappa university B.com computer application 2015 74

Alagappa university MA 2022 78

CSC computer Education Diploma in computer application 2019 99

Alagappa university MBA 2024 79

Skills

MS office (word, excel)

Tally erp

Customer support

Help with auditor

Accounts knowledge

Office administration

Task management

Rajabun Nisha

Deira,dubai, UAE

+971562177860 nisharajabun94@gmail.com

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.

Hiring management

Online transaction

Bookkeeping

Attendance
management

Payroll management

Emotional
intelligence

Data entry

Typing

Accounts payable and
receivable

Technical proficiency

Communication

Problem solving

Time management

Team work

Adaptability

Leadership

Reference

Maharishi Vidya mandir
school cbse secretary
Sundarraaj
Advocate of +919047025382
Chennai high court
Sundarscom@gmail.com

Certification

Internal audit strategic

 **WhatsApp
Number**

+918524923994

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