



NISHA V P

ACCOUNTANT, OFFICE ADMIN COORDINATOR

+971 561048320

+91 9961814818

nishavp85@gmail.com

AI Rigga, Dubai, UAE

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 31/07/1984
Father Name : Balakrishnan
Visa Type : Visit Visa

PERSONAL SKILLS

- Ability to Deal with People
- Honesty
- Time Management
- Hardworking
- Team Work
- Positive attitude

COMPUTER QUALIFICATION

- Tally
- Photoshop
- MS Office
- Peach Tree
- DMS Software
- Profit One Software

LANGUAGE

- English
- Hindi
- Arabic
- Malayalam
- Tamil

PASSPORT DETAILS

- Valid Indian Passport
- Passport no : N8566211
- Expire on : 08/03/2026

CAREER OBJECTIVE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

EDUCATION

Plus Two (Commerce)

Jamia Urdu Aligarh -UP

Secondary School Leaving Certificate (SSLC)

Kerala Board of Public Examination

WORKING EXPERIENCE

Volpips Academy.Valanchery

- Accountant cum Admin Coordinator - Dec -2023 to Dec -2024 Accounts
- supporting regular office operations
- Scheduling internal meetings
- screening phone calls
- Using INVACCS Software
- Maintain Employee records
- Executes all events
- Provide support for HR
- Attention to details

Katchina bridal couture.Valanchery

- Accountant - Jan 2022 to Jan 2023
- Using Profit one software and MS office software
- Accounts
- Purchase entry and return entry
- Stock entry
- Sales entry and sales return entry
- Billings
- Salary calculation
- Customer service

Sun Studio, Thiruvegappura

- Designer – Jan 2020 to Dec 2021
- Accounts
- Photoshop
- Photo designing
- Photo Editing

AM Motors, Valanchery

- Reception Cum Showroom Executive – Mar 2015 to Aug 2019
- Accountant
- Office assistant
- Sales and target achievements
- Vehicle Insurance
- Customer service
- Tele calling Using DMS SOFTWARE and MS office software