

NITHYA NALLAN

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Career Objectives:

- I am a cost accountant and a commerce graduate passionate about working in a growing environment while climbing the corporate ladder
- To secure challenging where I can effectively contribute my skills as an accounting profession, possessing competent skills.

Professional Qualification

Year	Level	Institute	Status
Dec 2020	Final	The Institute of Cost Accountant of India	Qualified

Academic Qualification

Year	Degree/Exam	College/School	% of Marks
2012	B.Com	Bharathi Women's College, Chennai	82%
2009	Higher Secondary	Muruga Dhanushkodi Girls Hr.Sec School Chennai	88%
2007	Secondary	Muruga Dhanushkodi Girls Hr.Sec School Chennai	83%

Work Experience:

Worked as an Accounts Executive in Spinco Biotech Pvt Ltd, Chennai from 02.07.2012 to 31.10.2015

Work Responsibilities

- Preparation of payment voucher, getting approvals, processing of payment, filling and maintaining of all vouchers and documents.
- Preparing weekly reports and monthly reports in MS Excel.
- Preparing Bank Reconciliation Statements
- Updating cheque deposits and receipt entries in focus software
- Checking of Duty payment and to ensure adequacy of documents for duty payment
- Taking care of Travelling Allowance Reimbursement to Employees
- Checking and issuing Earnest Money Deposit(EMD) in the form of DD or Bank Guarantee for participating in Tenders
- Following up regularly to collect Earnest Money Deposit from the Customers and sending letters and mail reminders for the collection.

Computer Skills

- HDCA course in CSC Computer education during 2007-2008

Academic Achievement:

- In B.COM final semester scored 1ST Mark in Management Accounting.
- During 2011-2012 participated and won 1st prize in the Inter-College competition for currency designing
- During 2011 -2012 participated and won 3rd prize in the college cultural for pot painting.
- During 2011-2012 participated in the college cultural for Rangoli competition.

Personal Skills:

- Comprehensive problem solving abilities.
- Good communication skills.
- Ability to deal with people diplomatically and willingness to learn from Hard worker
- Quick Learner

Profile

Name : N.Nithya
Spouse Name : Ganesh Manickam
Date of Birth : 08.08.1991
Languages Known : Tamil and English
Hobbies : Crochet, Embroidery, Reading books

Declaration :

I hereby declared that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

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