**Personal Particulars**

Name: Nikita Sunil Mirpuri

Gender: Female

Date of Birth: 15th May 1995

Marital Status: Single

Nationality: Singaporean

**Contact Details**

Phone number: +65 9180 4886

Mailing Address: Tampines St. 41 Blk 424 #08-200, Singapore 520424

Email: [nikita.1995@hotmail.com](mailto:nikita.1995@hotmail.com)

**Career Objective**

To pursue a career in a company that can offer invaluable experience, which will provide opportunities for personal and professional growth.

**Education**

* **Bachelor of Business**

Singapore Institute of Management: Royal Melbourne Institute of Technology

Major- Accountancy

Minor- Finance

(2014-2016)

* **Diploma in Management Studies**

Singapore Institute of Management:

(2013-2014)

* **Caribbean Examinations Council Secondary School Certificate**

St. Dominic High School

(2007-2012)

**Work Experience**

* Oyster Bay Beach Resort (2010)

Career Week

* Assisted in administrative duties
* Assisted in housekeeping duties
* Assisted as a front desk receptionist
* FST Media (March 2014)

Part-time: Administration in Marketing

* Set up database for additional clientele
* Worked alongside the marketing director
* Seastarr Trading Pte Ltd (April 2014-June 2014)

Marketing Internship

* Communicated with US companies to enquire about the traded product
* Set up database of US companies
* Formed relationships between the trading companies
* Other ad hoc activities
* Linen & More (July 2014-August 2014)

Part-time: Retail Assistant

* Assisted customers with their enquiries
* Worked as cashier
* Managed during opening hours and closing hours of the outlet
* Other ad hoc activities
* Beacon Consulting (November 2015-December 2015)

Researcher

* Worked with different companies to make appointments to conduct interviews
* Set up daily schedules for each interviewer at the specific appointment location
* Check for time efficiency of the interviewer.
* Telok Partners Pte. Ltd. (June 2016- August 2016)

Internship

* Updated client registers and client files
* Organized client receipts and uploaded using Receipt Banking
* Worked with the cloud accounting system: Xero
* Worked with the integration between Receipt Banking and Xero
* Bank reconciliation using Xero
* Expense reports and claims using Receipt Banking and Xero
* Assisted secretary for audit purposes
* Assisted colleague for GST purposes

**Skills**

***Computer Skills***

* Able to work on both Windows and Macintosh operating systems
* Microsoft Word, Excel, Power-Point, and Publisher
* Adobe Photoshop (Intermediate)
* Xero
* Receipt Banking

***Languages***

* English
* Dutch (Beginner)
* Spanish (Beginner)
* French (Beginner)

**Interest & Hobbies**

* Dancing
* Swimming
* Singing

**References**

Available upon request

**Expected Salary**

SGD 2500 / Negotiable

**Date of Availability**

2 Weeks notice prior before commencing.

**Current Employment**

Currently employed and working at Telok Partners Pte. Ltd.