**Resume**

**Nisha Gohel**

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**Education:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2007: Master of Commerce**

Gujarat University

**2004: Bachelor of Commerce**

Gujarat University

**Employment Overview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Period** | **Organization** | **Designation** |
| Oct 2013 onwards | Human Development & Research Centre | Accounts Manager |
| Sept 2012 – Sept 2013 | HomeNet India | Accounts & Administrative Manager |
| Sept 2008 – Jan 2012 | HomeNet South Asia | Accounts Manager |
| Jan 2008- Aug 2008 | ATCOMAART LTD –  Division of NHN Corp. Ltd. | Accounts & Administration Assistant |
| Sept 2007- Feb 2008 | Shrine Consultancy | Data Entry Operator (Accounts) |
| Sept 2005 – Jan 2008 | Nishu Sales Ltd. | Accountant |

**Demonstrated Skills and Abilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Computer:**

Excellent in Tally ERP, MS Office, Internet usage

**Language:**

Excellent in Gujarati, Hindi & English both written & spoken

**Attributes:**

* Fund Management
* Budgeting
* Financial Reporting at multi-level
* Budget & Report analysis
* Financial Monitoring & evaluation
* Training
* Accounting, Auditing, Banking & Tax compliances.
* Book keeping
* Payroll
* Coordinating with different country team.

**Experience History:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Development & Research Centre**

**(St. Xavier’s Non Formal Education Society-BSC)**

“The Human Development & Research Centre is a secular, non-denominational, voluntary organization which exists to empower marginalized communities, particularly Dalits, Tribals, OBCs, minorities and women of these communities to bring about social change, by conceiving and conducting programmes of an educational nature, facilitating people’s movements and creating sustainable livelihood options”.

**Position:** Accounts Manager

**Period:** October 2013 to till date

**Job Profile**

**Budgeting & Reporting:**

* Prepare budget for the project(s) & own fund with consultation of Director & respective Programme Team
* Preparation & Review the expenditure of versus budget
* Fund flow and cash analyses
* Responsible for making all the financial report as per project (s) & along with consolidation of all the reports
* Prepare monthly, quarterly, six monthly & Annual financial reports
* Clarify funders’ queries on Budget & financial report
* Coordinate with Chartered Accountant
* Preparing bifurcation of overhead costs per project

**Accounting:**

* Accounting & Book Keeping for all the projects in line with the project budget heads for Foreign Fund as well as local fund
* Accounting & Book Keeping for Provident fund of employee managed by Organisation
* Carrying out all banking transactions
* Bank Reconciliation
* Tax Compliances (Deduction, Payment, Return filling etc.)
* Financial Audit for All the projects as per funders’ required reporting period
* Institutional Audit,
* Audit report Filling with Charity Commissioner & IT Return
* Audit report Filling : FC 4

**Finance:**

* Maintain Funds with consultation of Director as well as Secretory
* Advice & Analysis on Fund Management
* Maintain Investments

**HomeNet India**

HomeNet India works to build the visibility and voice of the Homebased workers in India. Our network includes trade unions, trusts, societies, and cooperatives, self-help groups among others.

**Position:** Accounts & Administrative Manager

**Period:** September 2012 to September 2013

**Job Profile**

**Budgeting & Reporting:**

* Prepare budget for all the project(s) with consultation of National Coordinator & respective Programme Team
* Preparation & Review the expenditure of versus budget
* Fund flow and cash analyses
* Responsible for making all the financial report as per project (s) & along with consolidation of all the reports
* Prepare quarterly, six monthly & Annual financial reports
* Clarify funders’ queries on Budget & financial report
* Coordinate with Finance Consultants & Chartered Accountant
* Preparing bifurcation of overhead costs per project

**Accounting:**

* Accounting & Book Keeping for all the projects in line with the project budget heads
* Carrying out all banking transactions
* Bank Reconciliation
* Tax Compliances
* Financial Audit for All the projects as per funders’ required reporting period
* Institutional Audit

**Administration:**

* Arrange all logistics for workshop, training, seminars and travel
* Responsible for all the correspondence and communication,

**Other:**

* Visits to be taken local, national and International as and when required.
* Expand & Maintain Membership of the organization.

**HomeNet South Asia Trust (Liaison Office)**

HomeNet South Asia (HNSA) is a Regional network of Homebased workers (HBWs) organization in South Asia. HNSA carries the voice of the homebased workers at the National, Regional and International levels, to influence legislation, policies and programmes.

**Position:** Accounts Manager

**Period:** September 2008 to January 2012

**Job Profile**

**Accounting (in multi currency & for multi companies):**

* Accounting & Book Keeping for all the projects, HNSA – registered office at Mauritius (HO), HNSA –Liaison Office (LO) & For Personal Travel Account in line with the project budget heads & in different currencies.
* Carrying out all banking transactions for HNSA(LO) & Personal Travel Account
* Bank Reconciliation & Tax Compliances
* Financial Audit for All the projects of HO & LO as per funders’ required reporting period
* Institutional Audit (Includes Audit of HO & LO as per Financial Year)
* Payroll

**Budgeting & Reporting:**

* Prepare budget for all the project(s) with consultation of Regional Coordinator & respective Programme Team
* Preparation & Review the expenditure versus budget
* Fund flow and cash analyses
* Responsible for creating financial report of HNSA (HO & LO) including consolidating reports of country based homenets on quarterly, six monthly & annual basis.
* Clarify funders’ queries on Budget & financial report if any.
* Communicate with Country HomeNets (CHNs) regarding Budget, Reports & Accounting matters
* Analysis of Financial & Audit reports of HNSA & CHNs

**Special Contribution:**

* Developed Accounting Manual for HNSA Trust
* Be a part of Workshops, Training & Monitoring team for Accounts & Finance
* Attained Workshops on Supply chain at Delhi, workshop on Homebased workers’ policies, issues, & Convention for them at Patna, Delhi, & Dhaka.
* Given training at Ahmedabad, Nepal, & Bangkok to the network organisations of South East Asian Counties & South Asian Countries
* Conducted Monitoring visit in Dhaka, Nepal
* Be a part of Special Audit team in Nepal & Bhutan
* Major participation for developing Exchange Rate Difference Policy for HNSA
* Ex-officio member of Finance Committee of HNSA

**ATCOMAART LTD -Division of NHN Corp. Ltd.**

Industrial & Business Supplies Stores

**Position:** Accounts & Administrative Assistant

**Period:** January 2008 to August 2008

**Job Profile**

* Accounting & Book keeping
* Banking
* Payroll
* Tax compliances
* Admin Correspondence
* Attendance maintenance
* Postage & courier record keeping
* Maintaining library for business books
* Empleoyee records

**Nishu Sales Ltd**

Exporting, Manufacturing and Supplying Construction chemical, natural sand which comprises black sand, white sand, brown sand, artificial sand which is manufactured by stone crushing using for building construction

**Position:** Accountant

**Period:** September 2005 to January 2008

**Job Profile**

* Accounting & Book Keeping
* Banking & Reconciliation of all the accounts
* Prepare Due statement
* Payroll
* Tax compliances
* Monthly Financial Reports
* Handling correspondence

**Shrine Consultancy**

Account Consultancy Firm

**Position:** Data Entry Operator –Accounts (Part Time)

**Period:** September 2007 to February 2008

**Job Profile**

* Accounting for multi(clients) companies & organizations

**Current Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rs. 2,85,500 p.a.

**References:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Available on request

**Personal Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Date of Birth : 1st Jan, 1984
* Marital Status : Married