



NITHA DAVID

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To obtain a position in the accounting field within a reputed organization that will allow me to utilize my skills to attain professional growth.

CORE SKILLS

- Overall 4+ years of experience in office administrations & finance executive role
- Fast learner with high energy and drive to exceed expectations coupled with good comprehension of financial markets.
- Systematic, organized with exceptional interpersonal and presentation skills
- Comprehensive problem detection/ solving abilities.
- A dedicated team player with ability to manage multiple priorities comfortably.
- IT skills include – Windows, MS-Office, Tally applications and system software's.

EDUCATION

- **MBA (Finance with Marketing)** from St. Joseph College, Irinjalakuda, MG university in 2010 – 57 %
- **Bcom (Computer Application)** from Sacred Heart college, Chalakudy Calicut university in 2008 – 61%
- **Higher Secondary (Commerce)**, from St. Mary's GHSS, college, Dept. of Pre-University Education in 2005 – 66%
- **Secondary studies (10th std)**, from St. Antony's CGHSS, In 2003 – 57%

⇒ **Additional Qualification**

⇒ **Diploma in Computerized Financial Accounting** from C-DIT

Allianz Technology – Trivandrum

Finance Intern – (Feb 2020– Till Date)

Roles & Responsibilities:

- Analyse and process invoices for creating of GRN (Good Receipt notes)
- Process for accounts payable
- Update daily tracker
- Coordinate & follow-up with various divisions within Allianz related to purchase Request/Order

B Canti Homes – Trivandrum

Front Office Executive – (Dec 2016 – January 2019)

Roles & Responsibilities:

- Office Administrations
- Recording of General financial transactions
- Vendor and client Engagement
- Respond to email and answer correspondence
- Collect daily work status from different project sites
- Tracking leave/attendance of all the staffs
- Purchase Assistance
- Custodian of all project related files and bills
- Coordinate with other branch staffs

Quest Innovative Solutions - Trivandrum

Front Office Executive (June 2014 – Nov 2014)

Roles & Responsibilities:

- Handling day to day Branch financial transactions
- Office Administrations
- Handling petty cash
- Coordinating with Head office
- Support HR team for recruitment drive
- Review and answer correspondence
- Vendor management
- Conduct orientation programmes for new employees

Muthoot Finance Pvt Ltd - Bangalore & Angamaly

Junior Executive (June 2011 – Feb 2013)

Roles & Responsibilities:

- Handling day to day financial transactions
- Handling various deposit schemes
- Managing petty cash account
- Preparation of daily financial transaction report

Hobbies

- ❖ Singing
- ❖ Listening to Music

PERSONAL DETAILS

Date of birth: 13 December 1987

Sex: Female

Passport Number: **H0965606**

DISCLAIMER

Hereby I declare that the information furnished above is complete and true to the best of my knowledge.

Date:

Place: Trivandrum

Nitha David