



## **NIJA PETER**

### **Permanent Address**

Chelekattuparambil-H  
P.O. Aripalam,Kalparambu  
Pin-680688,Irinjalakuda,  
Thrissur.

### **Present Address**

Near Al Hilal Hospital  
Muharraq  
Bahrain

### **Contact Info:**

**Mobile-1: +973 3964 8160**

**Mobile-1: +973 66910313**

**Watsapp : +91 9562206767**

**Email:[nijaanlin@gmail.com](mailto:nijaanlin@gmail.com)**

**Born on 20<sup>th</sup> Nov 1988,**

**Indian Nationality.**

## **CURRICULUM VITAE**

### **OBJECTIVE**

Seeking a position in Profession where extensive experience will be further developed and utilized

### **PERSONAL PLUS**

- Possess strong and analytical and problem solving skills
- A good team player and self starter.
- Highly Trustworthy and dedicated
- Good verbal and written communication skills.
- Ability to work hard to meet tough deadlines.

### **FORMAL EDUCATION**

#### ***MBA (FINANCE AND HR)- Mahatma Gandhi University 2014-2016***

PG Centre, Irinjalakuda, Kerala.

#### ***B.Com with Computer Application - Mahatma Gandhi University –2007-2010***

St. Joseph's College, Irinjalakuda, Kerala.

#### ***+2 - Commerce - Higher Secondary Education - 2005-2007***

St. Antony's Higher Secondary School, Mala, Kerala.

#### ***SSLC - Kerala State Board Of Education - 2005***

Little Flower Convent, Irinjalakuda, Kerala.

### **COMPUTERSKILLS**

- Certified in Computerized Accounting Software (Tally ERP 9.0,Peachtree)
- Experience in MS Office Tools.
- Expertise Skills in Internet, Email and Data Entry.
- Knowledge in GST Return Filing
- Expert in Online banking transaction

## **PROFESSIONAL EXPERIENCE -**

### **NIIT**

Blaze Court,  
Irinjalakuda,  
Thrissur (Dist.),  
Kerala,  
India.

### **Faculty of DFA (Diploma In Finance & Accounts)Course, Tally ERP9.0 & MS –OFFICE-2007,2010.(June 2010-Nov 2010)**

#### **Roles& Responsibilities:**

- To maintain better attention towards students.
- Help the non commerce students to study the commerce subjects very easily.
- Communication between students in sharing their needs and wants.
- Assist the students to complete their work in Tally ERP9.0, MS OFFICE- 2010
- Maintain the accounts of the institute.

#### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of Tally ERP9.0 , MS Office-2010
- Good Supervisory skill and student relationship
- Excellent work ethics and research skills coupled with the ability to handle multiple assignments

### **Bahrain Prism Glass Factory**

Industrial Area,  
Hidd,Manama.

### **Account Assisant (Nov-2011 to Oct-2012)**

#### **Roles & Responsibilities:**

- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Preparing suppliers aging analysis.
- Compiles, sorts, and verifies accuracy of data to be entered .
- Generates reports and responds to inquiries regarding entered data as requested .
- Responsible for performing other job related duties as assigned .
- Responsible for filing the recorded documents - Account payables and Receivables.
- Doing Customer/Supplier wise reconciliations .
- Responsible for preparing Invoices in the absence of Receivable Accountant .
- Assisting Managers/Suprevisors for making reports and other documents .
- Handling Suppliers on behalf of company .

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of Accounts Payable and Bank Reconciliation
- Knowledge of general accounting practices and principles
- Excellent communication skills – both oral and written
- Excellent work ethics and research skills coupled with the ability to handle multiple assignments
- Supervisory skills
- Knowledge of basic office procedures and software.

**St. James Hospital**

Chalakudy,  
Kerala, India.

**Assisant Finance Manager (Oct-2016 to March-2020)****Roles & Responsibilities:**

- Goods & Service Tax (GST) Filing, TDS Calculation and TDS Return Filing.
- Checking cash related invoices and closing the daily cash & Insurance details
- Processing salary, Assisting Managers for making reports and other documents.
- Budget Preparation
- Bank Reconciliation and online fund transferring
- Payment towards suppliers with one month credit basis.

**Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of Goods & Services Tax (GST) Return Filing, GSTR -1, GSTR-2, GSTR-3b
- Knowledge of Budget Preparation, Cash & Bank Reconciliation, TDS Return Filing
- Konwledge of Cash Flow and Fund Flow Statement
- Knowledge of basic Hospital procedures and Hyson software.
- Knowledge in Insurance related to Patients.

**St. James Hospital**

Chalakudy,  
Kerala, India.

**HR Assisant (March-2021 To July-2022)****Roles & Responsibilities:**

- Recruitment Procedure
- Payroll preparation
- Training session scheduling
- Assisting manager
- Documentation, statutory documentation

## **HTIC GLOBAL – CRI(Dubai)**

Infopark, Ernakulam  
Kerala, India.

### **Senior Finance Executive (July-2022 To Present)**

#### **Roles & Responsibilities:**

- AR collection, Ageing analysis and maintaining records.
- Reconciliation of customers books with Insurer statements
- Handling customer queries and sharing statements
- Assisting manager
- Knowledge of Odoo Software.

## **PERSONAL DETAILS**

**Full Name** : NIJA PETER

**Husband's Name** : ANLIN ANTONY

**Sex** : Female

**Age** : 34

**Religion & Caste** : Christian, Roman Catholic

**Marital Status** : Married

**Languages known** : English, Hindi, Malayalam.

## **PASSPORT DETAILS:**

**Passport No.** : V9241149

**Date of Issue** : 06/04/2022

**Date of Expiry** : 05/04/2032

## **DECLARATION:**

I do hereby declare that the above information given by me is true and correct to the best of my knowledge and belief. I also assure complete dedication & hard work towards the organization if provided an opportunity.

**Place : Bahrain**

**Date :**

**NIJA PETER**