**RESUME**

***Nisha***

*D-214, Prem Nagar-II, 70 Feet Road*

*Kirari, Suleman Nagar, Sultanpuri,*

*New Delhi-110086*

*E-mail:-hansnisha03@gmail.com*

*Contact No.:-9560309482*

**Career Objective:**

To obtain a position that will enable me to utilize my strong organizational skills, educational background and ability to work well with people.

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board | Year of Passing | % of Marks |
| 10th | C.B.S.E. | 2006 | 78 |
| 12th | C.B.S.E. | 2008 | 72 |
| B.Com(H) | Delhi University | 2011 | 52 |

**Professional Qualification**

Pursuing Cost and Management Accountant-Inter Qualified

**Key Skill**

* Basic Knowledge of computer.
* Surfing internet, Ms-word, excel, PowerPoint, paint etc.
* Knowledge Of ERP-Oracle

**Work Experience :**

* Worked as a Trainee in Finance Department of IRCTC Ltd., North Zone

For One Year

**Responsibilities**

* Daily reporting for my managers.
* Handling the all over records.
* Parties handling.
* Attend meeting as required.
* Sending mails, catalogue and surfing internet.
* Accounts Payable in ERP-Oracle Java.
* Bank Reconciliation Statement.
* Monthly updating of Fixed Assets Register.

**Strengths**

* Sincere, punctual, quick learner & hardworking to my work.
* Working in terms and creating positivist around the work place adjusting & flexible nature.
* Leadership, good communication and presentations skills, adaptable to ant given condition and can mingle well with any group.
* Risk assessment, good logical, analytical and problem solving ability.

**Personal Details:**

Father’s Name : Ram Narayan

Date of Birth : 7th March, 1989

Languages Known : Hindi, English & Punjabi

Nationality : Indian

Religion : Hindu

Sex : female

Marital Status : Unmarried

PLACE: (NISHA)

DATE:-