NISHA BABU V.S

Accountant and Office Administrator

9074030021
nishababu369@gmail.com
IDUKKI, KERALA, INDIA

PROFILE SUMMARY

Detail-oriented and organized Accountant and Office Administrator with strong experience in managing financial records, office operations, and administrative functions. Skilled in bookkeeping, invoicing, payroll management, and financial reporting with a focus on accuracy and compliance. Adept at coordinating office activities, maintaining documentation, and supporting management to ensure smooth business operations. Known for strong analytical ability, time management, and a commitment to maintaining professional efficiency and integrity in all tasks.

EDUCATION

- **IGNOU UNIVERSITY**
  MASTER OF COMMERCE , CO-OPERATION AND MANAGEMENT
  2023
- **B.COM, COOPERATION AND BUSINESS STUDIES - 2015**
  MG UNIVERSITY
- **HIGHER SECONDARY**
  MOUNT CARMEL GIRLS SCHOOL
  KOTTAYAM COMMERCE- 2012
- **SSLC**
  KERALA BOARD OF PUBLIC EXAMINATION,ST.JOSEPH'S SCHOOL MATTAKKARA PALA -2010

COMPUTER PROFICIENCY

- MS Word/Excel
- Basic Operation
- Internet & E- Mail

PERSONAL DETAILS

- Nationality : Indian
- DOB :22/08/1994

LANGUAGES

- Malayalam
- English
- Hindi
- Tamil

WORK EXPERIENCE

OFFICE ADMINISTRATOR, ASSISTANT ACCOUNTANT(2021 - PRESENT)
ST.JOSEPH'S CONVENT SCHOOL, FARIDABAD,DELHI

- Managed day-to-day administrative operations, ensuring smooth coordination between departments and staff.
- Assisted in maintaining accurate financial records, including ledgers, vouchers, and journal entries.
- Supported the preparation of monthly and annual financial reports and reconciliations.
- Handled student fee collection, receipts, and maintained proper accounting of school finances.
- Processed payroll, maintained attendance records, and prepared staff salary statements.

PRIMARY SCHOOL TEACHER (2018 - 2020)
CARMEL SCHOOL MADHUPUR, JHARKHAND

- Planned and delivered engaging lessons in core subjects including English, Mathematics, and Science.
- Created a positive, inclusive, and stimulating classroom environment that encouraged student participation and creativity.
- Developed and implemented age-appropriate teaching materials and learning activities aligned with the school curriculum.
- Assessed and evaluated students' academic progress through classwork, homework, tests, and projects.
- Maintained accurate student records, progress reports, and attendance logs.

BRANCH EXECUTIVE (2016 - 2018)
MINI MUTHOOT BANK, PAMBANAR

- Assisted customers with account opening, deposits, withdrawals, and other banking transactions while ensuring a high level of service.
- Managed daily branch operations, including cash handling, ledger maintenance, and reconciliations.
- Promoted bank products and services to existing and potential customers, contributing to business growth.
- Addressed customer inquiries, complaints, and service requests efficiently, ensuring customer satisfaction.

AREAS OF EXPERTISE

- Administrative Support
- Document Management
- Record Keeping
- Scheduling & Calendar Management
- Office Supplies Management
- Correspondence
- Data Entry
- Customer Service

SKILLS

- Financial accounting and bookkeeping accuracy
- Proficiency in Tally ERP, MS Excel, and accounting software
- Accounts payable and receivable management
- Preparation of invoices, vouchers, and financial statements
- Bank reconciliation and cash flow management
- Payroll processing and employee record maintenance
- Budget preparation and expense control
- Strong knowledge of GST, TDS, and other statutory compliance
- Office administration and document management
- Inventory monitoring and purchase coordination
- Effective communication and correspondence handling
- Time management and multitasking ability
- Data entry accuracy and report generation
- Coordination between departments for smooth operations

PERSONAL STRENGTHS

- ATTENTION TO DETAIL Keen eye for detail, ensuring accuracy in all aspects of administrative work.
- ADAPTABILITY Ability to adapt to new tools, software, and workflows in fast-paced
- environments.
- RELIABILITY Consistently dependable, punctual, and able to work independently with minimal supervision.
- SERVICE - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT- Management skills to direct others and review others performance.