



NISA DAVIS

HR & ACCOUNT ASSISTANT

PROFILE

To build a strong and successful Career and to responsibilities and fulfill them to the very extend I can.

HOW TO REACH ME

Location : Thrissur
Mobile : 9995823961 | 9048125126
Email : nisa.fendrof@gmail.com
www.linkedin.com/in/nisafendro

SKILLS

Soft skills

- Teamwork
- Multi-tasking
- Flexibility
- Attention to Detail
- Industry Awareness
- Time Management
- Communication
- Problem-Solving
- Interpersonal Skills
- Hazard Awareness

Technical skills

- OS: Windows,Ubuntu
- PGDCFA
- Tally
- Powerpoint
- Excel
- MS Word

CAREER SUMMARY

HR & Account Assistant

Telematiks Asia,Calicut
June 2018 - August 2021

Audit Assistant

BSJ ,Thrissur
May 2017 - November 2017

EDUCATIONAL TRAINING

Hospital Administration

ISSD -INTERNATIONAL SCHOOL OF SKILL
DEVELOPMENT
Pursuing

Mcom in Finance

Bharathiyar University
2016-2018
61%

Bcom in Cooperation

Calicut University
2005-2008
51%

OTHER EDUCATIONAL TRAINING

PGDCFA

IRS
2009

CHARACTER REFERENCES

Nimisha

Senior Software Engineer | Team Lead
Mobile : 8129426863
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