



NIMISHA A B

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Summary

Receptionist, Office assistant, Account assistant and Customer Service Executive with years of experience in communication and organizational skills necessary to serve as the first point of contact and to manage general administrative tasks. Experienced with complex filing systems, both physical and digital, in addition to scheduling, supply management and customer relations.

Skill Highlights

- Expert organisational skill
- Proficient in Microsoft Office
- Strong Decision making
- Complex problem solver
- Innovative
- Service-focused
- Time management

Education

- **M.Com** (Master of Commerce – 2010 MG University Kerala)

Experience

Accountant (Temporary - Mar 2022 to June 2022)

AFC Freight Services LLC, Dubai. (One of the biggest freight for & shipping company in UAE)

- Manage all accounting transactions
- Handle monthly closings
- Manage balance sheets and profit/loss statements

OFFICE ASSISTANT (Sep 2011 to Jan 2022)

VPS Lakeshore Hospital & Research Centre, Nettoor Kerala.

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Interact with customers to address their concerns.
- Greeting to the patients and visitors appropriately and guiding with necessary service and procedural information
- Recorded and verified insurance information by contacting insurance companies over the telephone or through email.
- Data entry for doctor's prescription and test.
- Handle all the other responsibilities related to the job

Accounts Assistant (2011 to July 2011)

Visioncare Product Ltd. Cochin, Kerala

- Follow up with customers for payments.
- Keeping account register and systems up to date
- Update accounts receivable and issue invoices
- Petty cash handling
- Reconcile ledgers monthly and quarterly

Languages Known

English

Malayalam

Personal Details

Marital Status : Married

Date of Birth : 24th Feb 1987

Gender : Female

Declaration

I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief

Nimisha A B