**RESUME**

**Nida Khan**

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**CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve and enhance my present skills and knowledge to grow along with the organization objectives.

**EXPERIENCE :**  **1 Year of Experience as an Accountant.**

Worked for 1 year as an Office Accountant at MS Educational Institute for **1 Year** from OCT-2018 to SEP-2019.

Duties and responsibilities :

* Collect cash and remit to headoffice.
* Prepating no dues.
* Provides Financial information to managemet by researching and analyzing accounting data , preparing reports.
* Handling customers.
* Prepating Ledgers.

**INTERPERSONAL SKILL**

* Ability to rapidly build relationship and set up trust.
* Confident and Determined
* Ability to cope up with different situations.
* Basic computer knowledge.
* Hands-on experience on MS Office applications (Microsoft Excel, Microsoft Word.)
* Multimedia
* Focus ERP
* CRM

Accounting softwares : Tally ERP 9, Focus, Quickbooks.

**Professonal Qualification:**

**Associate of Charterd Certified Accountants (ACCA)**

Applied skill (L2) : Pursuing

Applied Knowledge (L1) :Completed

papers completed : Accounting in business, Management accountng, Financial accounting, corporate and business law.

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- |
| **Qualification** | **Board/University** | **Year** |
| Post GraduationM.com (Finance)  | ST. Ann’s college for women/Osmania University | 2016-2018 |
| Graduation B.Com (foreign Trade) | ST. Ann’s college for women/Osmania University | 2013-2016 |
| Intermediate | Gowtham Junior College/Board of Intermediate Education | 2011-2013 |
| 10th | Secondary school certificate | 2011 |

**PROJECT Work during Post Graduation**

Project Title: The Impact of Goods and Service Tax on Consumers – A Case Study on Electronics.

Project Description: The project is about GST it shows how does it effects the consumers and also analysis pre and post tax rates on electronics.

**PERSONAL DETAILS**

* Father’s Name : M.A Raheem Khan
* Mother's Name : Sirajunnisa Begum
* Permanent Address : H.No.2-6-7/85, Happy Homes Colony,

 Upperpally , Hyd, 030, T.S

* Date of Birth : 23/MAY/1996
* Language Known : English, Hindi & Urdu
* Marital Status : Single
* Nationality/Religion : Indian / Muslim

**Date:**

**Place:**

 **Nida khan**