

NIMISHA KIRAN

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FEMALE, DOB: May 2nd,1990 ✉nimisha107@gmail.com

PROFILE SUMMARY:

An **ERP Tally 9.0** trainer at a renowned training institute in Nagpur. A commerce graduate with an experience of working with a leading infrastructure company. Has an ability to work independently and with the team with high degree of ownership. Proven record of handling and delivering high quality work successfully.

WORK EXPERIENCE:

ATLANTA Computers: **(March 2018 - Present)**

- Taught **Tally ERP 9.0** to more than 50 students
- Taught **GST, VAT, ITR and Taxation** using Tally ERP 9.0 platform.

INTERNSHIP: (9Months)

SMS Limited:

(Aug 2016 – May 2017)

- Handled **Statutory Auditing** and **Internal Auditing**
- Analyzed and managed the **Database of Vendors** for **Material Management**
- SPOC for coordinating with onsite accountants for **Billing Management**
- Responsible for **maintaining and updating documental records**

Certifications:

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- **Chartered Proficiency Test - Institute of Chartered Accountant of India (ICAI)**
 - **Information Technology Training (ITT) course–ICAI**
 - **Orientation Program - ICAI**

Computer Literacy:

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- **ERP Tally 9.0**
 - Microsoft Excel, Microsoft Power Point (2016/2013)
 - Windows 10/8/7/XP

Education:

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- B.Com (RTM Nagpur University) from L.A.D. College, Nagpur in 2011
 - 12th (Maharashtra State Board) from NEERI Paranjape School, Nagpur in 2008
 - 10th (Maharashtra State Board) from NEERI Paranjape School, Nagpur in 2006