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mahboobjahir@gmail.com

## SKILLS

- Accounting
- Ms Office
- Tally ERP 9
- Financial Statement
- Scheduling
- Leadership
- Budgeting

## EDUCATION

### **MBA (2009 - 2011)**

Alagappa University

### **B.com (2004 - 2007)**

Bharathidasan University

## PERSONAL INFO

- Date Of Birth : 03-09-1986
- Marital Status : Married
- Nationality : Indian
- Passport No : R1918212

## LANGUAGE

- English
- Tamil

# Mehaboob Nisha



## PROFILE

Motivated and Detailed-Oriented Professional with a strong foundation in accounting principles, financial reporting, and tax preparation. Proficient in using accounting Software QuickBooks and Excel. Looking to apply my Knowledge and skills in a dynamic accounting team a contribute to accurate financial management and reporting.

## WORK EXPERIENCE

**2019 – 2025**

### **Accountant in Nethaji Subash Chandra Bose College, Thiruvapur.**

- Prepared journal entries,monthly and year-end closings,fixed asset maintenance and general reconciliation.
- Lead the accounting close process.
- Review annual statutory-basis financial statements.
- Complete the monthly accounting and statutory reporting.

**2016 - 2019**

### **Accountant in Mathlabul Hairath Matriculation School, Thiruvapur.**

- Analyzed balance sheet accounts and posted journal entries.
- Assisted in the preparation of Financial Statements.
- Re-Conciled Bank accounts.
- Developed and implemented techniques to control expenditures and maximize revenues.

**2015 - 2016**

### **Accountant in Bheem Castle International School, Coimbatore.**

- Processed student cash, cheque and card payments.
- Approve students for Financial clearance for registration.
- Managed collection accounts.