

Nimisha Pandit

B.Com || MBA Major: Finance

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nimishapandit8100@gmail.com

CAREER

20.12.2021 TO
TILL DATE

Gurukum
Mahila Arts &
Commerce
College

**COORDINATOR OF B.COM ENGLISH
MEDIUM**

- Subjects: Business Statistics & Mathematics, Management Accounting, Corporate Accounting, Financial Accounting, Income Tax,
- Handling a Team of 4-5 Faculties
- Handling about 100 Students department
- Overall Management of the department

.01.04.2021 TO
TILL DATE
Freelancing

DATA QUALITY ADMIN

- Perform product name correction in order to align it with Users' Search Pattern
- Supervisor of data reviewers' team

14.06.2018 TO
31.12.2018
Axis Bank
Limited

**CUSTOMER SERVICE OFFICER (ASST.
MANAGER)**

- Providing customer service
- Handling customer queries
- CTS cheque clearing
- Cash handling

01.06.2017 TO
31.03.2018

Dr. V.R.
Godhaniya
College,
Porbandar

BBA LECTURER

- Subjects: Business Statistics and Operations Management
- Project guide for 3rd year students

14.06.2018 TO
31.12.2018

Shree V.J.
Modha
College,
Porbandar

BBA-B.COM LECTURER

- Subjects: Corporate Account in BBA and Company Law in B.com
- Project guide for 2nd year BBA students

SKILLS

- Finacle and Other Banking related Software
- Canva - Poster Making, Brochure design, Flyers Design, Booklet Design etc.
- MS office
- Strong written and oral communication
- Better understanding of accounting and financial concepts

EDUCATION

2016

**Master of
Business
Administration**

GUJARAT TECHNOLOGICAL UNIVERSITY

- Institution: Atmiya Institute of Technology and science, Rajkot
- Major: Finance
- CPI: 8.33

2014

**Bachelor of
Commerce**

SAURASHTRA UNIVERSIY

- Institution: Dr. V. R. Godhaniya College, Porbandar
- Percentage: 76%

CERTIFICATION

- IRDA Certificate
- NISM Certificate