|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Nithyamol  [Nithyamol.244260@2freemail.com](mailto:Nithyamol.244260@2freemail.com) |  |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  | Nationality | : Indian |  |  |
|  | Visa Status | : Husband’s Visa |  |  |
|  | Availability | : Immediately |  |  |
|  | Languages | : English, Hindi & Malayalam |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



**Objective**

To secure a responsible and challenging career as a Professional in a growing institution which would not only help me to progress but also utilizes my skills at the fullest.

**Proficiencies**

Expert in MS Office (Word, Excel, Power point, Access, Visio) Proficient in C, C++, Java, MySql, Asp.Net, Foxpro and Cobol Knowledgeable & experienced in CRM

Experience in report making and documentation . Knowledgeable in proprietary database systems Experience in eSIS and RIMS ERP Application

**Skills**

Sharp, innovative & quick leaner Committed to professional

Administrative & Reporting Skills Self motivated creative

**Conferences Attended**

Able to adapt quickly to a challenge Confident in making independent Committed to produce results

Able to work independently and in team

**ADIPEC (2014)**

As Exhibitor

**AD Media Summit(2014)**

Company Associate

**WEFS- World Future Energy Summit(2015)**

As Exhibitor

**Gulf Education Conference(2015)**

As Exhibitor & Marketing

**Work Experience**

**Cameron , Abu Dhabi** **June 2015 to Present**

**Sales Admin(Pre-qualification) -Temporary**

* Document all the pre-qualifications and re-qualifications form of the Company(due to acquisition & name change).
* Collect information’s for the pre-qualification from various department & compile it.
* Follow-up with the representatives in various Middle-East countries regarding the Pre/ Re Qualification submissions.
* Report to the Sales Manager regarding the progress and result of the process and submission.

**Oxford Business Group FZE , Abu Dhabi** **June 2013 to April 2015**

**Project Coordinator**

*Project / Sales Coordination*:

* Call the CEO/VP/Chairman’s office of reputed companies to fix meeting with them for the team.
* Gather information by researching and cold calling to open a new company.
* Assist Sales team and editorial team to schedule meetings and prepare materials for meetings.
* Receive invoices from HQ and send to clients and follow up accordingly.
* Make entries to the CRM and keep tracking the contracts.
* Check the artworks of the clients with their requirements.
* Follow-up and collect artwork for publishing from clients.

*Office Manager*

* Manage the equipments and day-to day functions of the office as Office Manager.
* Handle the bills(utilities), renewal of the office , PO Box renewal and deal with the property management.
* Keep reporting to the HQ in Istanbul about the meetings and contracts.
* Coordinate with HR on the recruitment of new Employees to the regional office.
* Liaise with PRO team regarding the documents , Visa & Insurance for new employees..
* Manage the expenses of the project team and the office
* Keep recording the expenses into the expense chart and upload the receipts and report to the Finance office regarding the expenses.
* Prepare and manage the Schedule of the Driver for the sales team.
* Assist the sales team on managing schedules and sales documentation distribution.
* Maintains and updates department files and other records.

*Secretary*

* Manage the agenda of the Country director.
* Set meetings and reschedule meetings for her.
* Prepare documents and proposals for the meetings.
* Schedule and keep her updating about the Project progress.

**Duke Training Centre , Abu Dhabi** **June 2013 to May 2014**

**Part time IT Instructor**

* Design syllabus.
* Give Training on MS Office ,ASP.net, HTML,MY SQL, Java script, VB Script, Dreamweaver and Web Designing.

**Saintgits College of applied Sciences , Kottayam, India** **June 2012 to April 2013**

**Lecturer**

* To teach at undergraduate and graduate level in subjects allocated.
* Contribute to the development, planning and implementation of a high quality curriculum
* Maintain records to monitor students achievement, progress and attendance .
* Provide pastoral care and support to students .
* Participate in the administration of the department’s programmes.
* Participate in the development, administration and marking of exams and other assessments.

**Cartel IT Solutions LLC , Dubai** **February 2011 to September 2011**

**Office Admin and Database Programmer**

* Search and seek the requirements of clients and keep its track and update it.
* Keep reports of updations , changes in strategies & requirements
* Ms office was used in its full extend for all these purposes.
* Attend calls from clients and deal with their requests and requirements .
* Examine documents, reports, technical queries and specifications to verify completeness and accuracy of data.
* Transmit documents , data diagrams and reports to concern people.
  + Maintains related files and prepare request for the reproduction of documents.
* Control the maintenance of all incoming and outgoing correspondences and minutes of meeting.
  + Create SQL Procedures and create Crystal Reports.
* Embed the reports with procedures.
* Posts changes to manual and computerized records.
* Discuss project details with clients and give them training on the same

**Visio Soft, Thiruvananthapuram, India** **June 2010 to January 2011**

**HR and Technical Consultant Trainee (During academic project period)**

* Maintaining a tracker of all registered students and trainers
* Carrying out meeting to various institution to admit students for academic projects
* Assign academic projects to the students based on their capability.
* Assist in job fairs conducted
* Accountable for developing the resource pool
* Give training to students on HTML, JavaScript, SQL ,C#
* Involving in hiring interns from the registered project candidates

**Education**

|  |  |
| --- | --- |
| **1. Master of computer Application (78%)** | 2010 |
| Saintgits College of Engineering, Kerala, India |  |
| **2. Bachelor of Computer Application (74%)** | 2007 |
| MES College Erumely, Kerala, India |  |

**Personal Details**

Date of Birth : 20/12/1986

Marital Status : Married

Religion : Hindu

**Declaration**

I hereby declare that the above-furnished details are true to the best of my knowledge.