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**Nimitha**

**EXPERIENCE**

**EMIRATES ALUMINIUM (EMAL) ,UAE**

*ADMINISTRATOR- Compensation and Benefit and Central Maintenance Services* ***2 years*** *(Nov 2012- Nov 2014)*

* Involved in hiring procedure in SAP, tracking and composing data as per requirements from management
* Involved in all aspects of medical insurance
* Administrative support functions to compensation and benefits
* Supporting activities to employee relations
* Attending weekly department meetings, monthly service meetings with other departments, preparing minutes of meeting
* Collecting data and preparing monthly reports
* Assisting the department managers and supervisors
* Coordinating departmental events and supporting departmental staff.

**GLOBAL OFFICE SUPPLY L.L.C ,UAE**

*ADMINISTRATIVE INTERN* ***3 months*** *(Feb 2012- May 2012)*

* Data entry and filing of various sales and purchase orders.
* Attending calls and scheduling meetings for the manager with the workforce.
* Prepare quotations, Invoices of stationary goods for respective customers.
* Involved in posting financial record entries into statements in chronological order and assisting financial department.

**EXTRA-CURRICULAR ACTIVITIES**

* Asst. Editor to Department magazine
* Served as Association Secretary for Department
* Has organized and coordinated inter-collegiate event which had more than 30 participant colleges from

various districts as part of curriculum.

**EDUCATION**

* Graduation of **Bachelor’s Degree in Communicative English** from St. Xavier’s College For Women, Kerala with an aggregate of 84% (B+)
* Class XII (Commerce) from Sivagiri Vidyaniketan, Kerala with an aggregate of 89%
* Class X from **Our Own English School, Dubai** with an aggregate of 76%

**PERSONAL DETAILS**

* **Date of Birth**: 02-01-1993
* **Religion**: Islam
* **Sex**: Female
* **Marital Status**: Single
* **Nationality**: Indian
* **Languages Known** : English, Hindi and Malayalam