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**NISHBA**

**NISHBA.350833@2freemail.com**

**A motivated, result-focused Human Resources Professional , seeking an opportunity to utilize career experience, skills and education to contribute to employer objectives , profitability and success with company offering potential for challenge and growth.**

**PROFILE:**

A young , competent and dynamic professional with experience in HR Administration. Excellent Organization skills, Interpersonal skills, Communication Skills for team development and leadership qualities with ability to motivate and mentor team members to work towards success of the project.

 **IT Skills –**

Operating Systems : Windows 7, Windows 8

Packages : Med soft, MS Office 2003, Microsoft Office 2007

Other : Internet, Data Entry and Console operation



**WORK EXPERIENCE:**

**Admin Assistant**

**December 2015 – Till date**

**MANU MEMORIAL HOSPITAL**

Key Responsibilities:

* Provides efficient and professional support to the entire team
* Drafting letters and emails on behalf of the senior managers
* Receive and resolve administrative problems
* Plan and organize meetings and events
* Planning and organizing the staff duties
* Ensure the efficiency at each level of the management through detailed inspection
* Ensure customer and employee satisfaction

**Customer Service Executive**

 **November 2014 – May 2015**

 **ASTER DM HEALTHCARE LLC**

Key Responsibilities:

* Patient Registration
* Problem solving and Patient relations
* Appointment Booking
* Insurance co-ordination
* Pre-authorization checking
* Attending external and internal calls
* Patient information and assistance
* Schedule doctors meetings with the higher level management

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**Admin Assistant**

**March2014 – November 2014**

**Indus Motors**

Responsibilities:

* Assisting the HR Executive in recruitment.
* Maintaining Employee Records.
* Ensuring all HR records is well maintained.
* Preparation of Probation letters / Increment Letters / Promotion letters /Demotion letters/ Transfer letters for all departments.
* Preparing and coordinating all reports to Maruti.

**PROJECTS:**

* A study on customer satisfaction on car service at Indus Motors, Ernakulum, Kerala

(March – April, 2014).

* A study on the influence of motivation on employee performance at Ali Abdulla Ahmad Cladding Works, L.L.C. Dubai (May – June, 2013).

**ACADEMIC CREDENTIALS:**

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| --- | --- | --- | --- |
| **Degree** | **School/University** | **Year of Passing** | **Grade** |
| MBA – Marketing & HR | Pondicherry University | 2012-2014 | 8 |
| Bachelor of Science – Mathematics | DGMMES Mampad College (affiliated to UNIVERSITY OF CALICUT) | 2009-2012 | B+ |
| Higher Secondary | SVHSS Palemad, Kerala | 2006-2008 | 81% |
| Secondary | Peevees Model School, Kerala | 2005-2006 | 74.5% |

**PERSONAL DOSSIER:**

* Date of Birth : 04-12-1989
* Nationality : Indian
* Marital Status : Married
* Languages known : English,Hindi,Tamil,Malayalam

**DECLARATION:**

I hereby certify that the above information are true and correct according to the best of my knowledge and Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.