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**NISHA**

**EMAIL-** **NISHA.351125@2freemail.com**

CAREER OBJECTIVE

**I am a confident self- motivated person, always willing to put that extra bit effort to make the best of all opportunity in life, a hard worker by nature and give 100 % perfection to everything what I do. My ability to understand, appreciate and welcome other people’s ideas, along with my enthusiasm to motivate them, has always made me an utmost team player. Seeking a position to utilize my skills and abilities in your organization that offers professional growth while being resourceful, innovative and flexible.**

**WORKING EXPERIENCE**

OPERATIONS SECRETARY

April 2015 –April 2016 : Tubestar International FZE, Hamriya Freezone, Sharjah as Operations Secretary

 Responsibilities Assigned/Undertaken:

Operational Activities

Co-ordinating with clients : Acting as a mediator between various clients and company.Maintaining professional and friendly communications first point of call for general external enquiries and correspondence.

Receiving and coordinating incoming and outgoing correspondence : including collecting and distributing mails,phone calls and couriers. Sending and tracking couriers.

Sending daily reports to clients as per their requirements.

Sending employees to different client locations as per the various jobs, including arranging tickets, visas in coordination with clients.

Preparing Quotations, POs, Performa Invoices & Invoices.

Manitaining tracking sheets : proper maintaining of different tracking sheets including jobs, invoicing status, enquiry tracking , purchase order tracking etc.

Follow ups : Making proper follow ups with clients for Quotatios given, POs, Payments etc.

Preparation of reports: Preparing final reports using mail merge, excel and word from the draft received from the field crew. And maintaining all the inspection records.

Working directly with a wide range of individuals at all levels : regular staff, management, directors, external clients and suppliers.

HR Assignment

Maintaining the HR documents of all the employees.

Proper tracking of passport, visa and certificates validity.

Training : Arranging the training of employees, Conducting induction program to the new employees and maintain its documentation.

Mainatining proper leave schedule for the employees : proper maintaining of all the employees leave according to their leave rotation and arranging their replacements.

Travel Arrangements : Including ticket booking, visa processing and related administrative works.Pick up and drop arrangements for the employees according to their travel plans.

Providing Secretarial and Administrative Support:

Arranging weekly meetings, preparing and sending minutes to the top managaemnt.

Filing and data input as required by the top management.

Online Data Entry in company's website in coordination with Document Controllers.

EDUCATIONAL DATA

* **Master Of Business Administration in HR & Marketing from Calicut University,India, 2011-2013(73%)**
* **Bachelor Of Engineering in Computer Science from Calicut University, India, 2007-2011(66%)**
* **Board Of Higher Secondary Examinations Of Kerala, 2005-2007(82%)**

**CERTIFICATION**

* **SAP Business One Training Programe (Marks-100%). Conducted in NOV 2014** .

**COMPUTER EFFICIENCY**

* Working knowledge of MS Office
* Certified in SAP
* C,C++

STRENGTHS

* Good inter-personal skills
* Dedication
* Team player
* Ability to perform under pressure
* Goal oriented
* Suits with timings and situations of work

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

* Attended 7 days of ‘train the trainers’ program.
* Attended confidence building camp including paragliding, rock climbing, and cave exploration under the guidance of major palatty, retired Air force officer.
* Attended many management fests in various parts of Kerala.
* Member of the college student’s forum.
* Event-coordinator for the college management Fest- Legado 2012.
* Attended an international seminar on the topic emerging leadership paradigms.
* Attended two weeks Future Group Loyalty Program, Kerala.

PERSONAL DATA

* Date of Birth - 10/05/1990
* Sex - Female
* Marital Status - Married
* Nationality - Indian
* Languages Known - English,Hindi,Malayalam,Tamil

REFERENCE

Available on Request

YOURS TRULY,