

NIMISHA

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## CAREER OBJECTIVE

**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**To pursue a position in an organization where I can utilize my qualifications in fulfilling its goals at the same time, providing me with challenging opportunities in enhancing my working skills and attitude towards my chosen field.

## RELATED EXPERIENCES

**Teaching Assistant(Senco)**

**Diyafah International School**

**2017 Jan- Present**

**Abdhabi,UAE.**

**Receptionist**

**Armed Force Officers Club (Recreation –Etihad Airways)**

**2016Mar- Dec 2016**

**Abudhabi, UAE**

* Maintain office calendar to coordinate work flow and meetings
* Answer telephones and transfer to appropriate staff member
* File and retrieve organizational documents, records and reports
* Prepare agendas and make arrangements for committee, Board or other meetings
* Book both internal and external functions and conference
* Open, sort and distribute incoming correspondence, including faxes and email
* File and retrieve organizational documents, records and reports
* Compile, transcribe and distribute minutes of meetings

***Administrative Assistant***

**Arena Animation Academy**

2009 -2015 september

Cochin, India

* Oversee all aspects of general office coordination
* Maintain office calendar to coordinate work flow and meetings
* Maintain confidentiality in all aspects of client, staff and agency information
* Interact with guest, clients andstudents
* Answer telephones and transfer to appropriate staff member
* Open, sort and distribute incoming correspondence, including faxes and email
* Prepare responses to correspondence containing routine inquiries
* Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing
* File and retrieve organizational documents, records and reports
* Coordinate and maintain records for students, staff, telephones, parking, and company debit
* Coordinate and direct office services, such as records, and budget preparation
* Coordinate and facilitate communications between District and site personnel, parents, students, school and community organizations and the general public.
* Create and modify documents such as invoices, LPO, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software
* Prepare agendas and make arrangements for committee, Board or other meetings
* Compile, transcribe and distribute minutes of meetings
* Make travel arrangements including visa assistance for staff and board members
* Book both internal and external functions and conference
* Arrange restaurant and hotel booking for staff and board members.
* Collect and maintain inventory of office equipment and supplies
* Arrange for the repair and maintenance of office equipment.
* Contributes to team effort by accomplishing related results as needed.

***Administrative Assistant***

**Aptech Computer Institute**

2008-2009

Cochin, India

* Maintain office calendar to coordinate work flow and meetings
* Maintain confidentiality in all aspects of student, staff and agency information
* Interact with guest, clients and students
* Answer telephones and transfer to appropriate staff member
* Open, sort and distribute incoming correspondence, including faxes and email
* Perform secretarial duties for the Principal, assisting with routine administrative matters as appropriate; independently compose letters, memoranda and other materials
* Assist the Principal in the preparation and maintenance of financial, statistical and narrative reports; research, compile and organize information.
* Prepare responses to correspondence containing routine inquiries
* Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing
* File and retrieve organizational documents, records and reports
* Coordinate and maintain records for students, staff, telephones, parking, and company debit
* Create and modify documents such as invoices, LPO, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software
* Prepare agendas and make arrangements for committee, Board or other meetings
* Book both internal and external functions and conference

***INTEREST/SKILLS***

* Experienced in working in a fast paced professional environment and proven ability in organizing and prioritizing daily workload
* Excellent communication skills both oral and written in ***English, Malayalam*** and ***Hindi***
* Computer literate (Microsoft Vista)
* Eager to learn new things that can develop my capabilities
* Fast Learner
* Productive in a high volume, high stress environment
* Knowledgeable in Decision-making Tools & Techniques
* Systematic in planning and organizing activities

## EDUCATIONAL BACKGROUND

2000 - Passed SSLC from ST ANTONYS HIGHER SECONDARY SCHOOL,ERNAKULAM

2002 - Passed PLUS TWO from STMARYS HIGHER SECONDARY SCHOOL,ERNAKULAM

2005 - Passed B.SC DEGREE IN PHYSICS FROM ST TERESAS COLLEGE,ERNAKULAM

2012 - Completed M.SC IN PHYSICS FROM ST TERESAS COLLEGE,ERNAKULAM

***Technical Skill***

Ms Word, Excel.

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