**NIDHIN**

**Email:**

[**Nidhin.381582@2freemail.com**](mailto:Nidhin.381582@2freemail.com)

**Current Address: Dubai, UAE**

**Other Qualifications:**

* Inventory Management
* MS Office
* Kuehne Nagel software (CIEL)

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**Driving Licence :**

India Driving License(Kerala) M/CYCL.WG, LMV

**Languages Known:**

English, Hindi,Tamil, Malayalam

**RESUME**



**Objectives :**

To be associated with an Organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

**Experience :**

Possess 2 **Years** Experience as Admin assistant and Team leader. Possess 1 **Years** Experience in Customer Service

**Employment / Working Experience History**

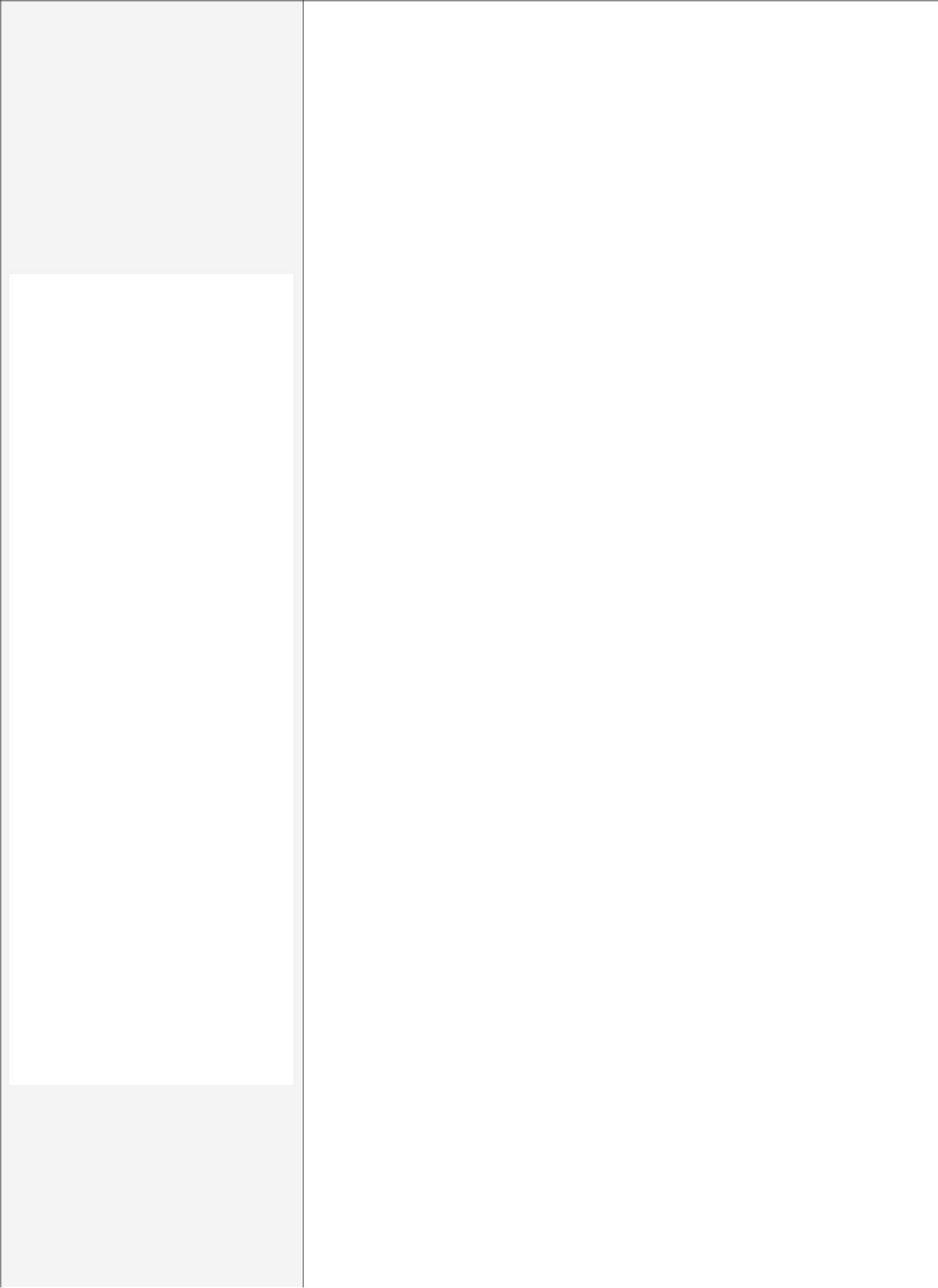
**KUEHNE + NAGEL PVT LTD, KERALA**

**Designation** **: Admin Assistant, Team Leader**

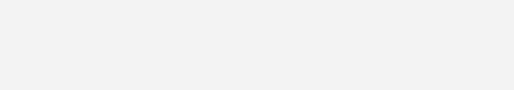
**Duration** **: From January 2014 to January 2016.**

From January 2014 I was working with Kuehne + Nagel Pvt Ltd Kalamassery as Admin Assistant and Team Leader till January 2016 taking care of stock system details of Toshiba under payroll of Aarkay’s Consultants.

* Entrusted to manage office in the supervisor’s absence. Provided timely, courteous and knowledgeable response to information requests; and prepared official correspondence.
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating correctiv actions.
* Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and ne legislation; enforcing adherence to requirements; advising management on needed actions.
* Communicated effectively with multiple departments to plan dail scheduled activities of the warehouse
* Established strong relationships to gain support and effectively achieve results.



**Personal Data :**

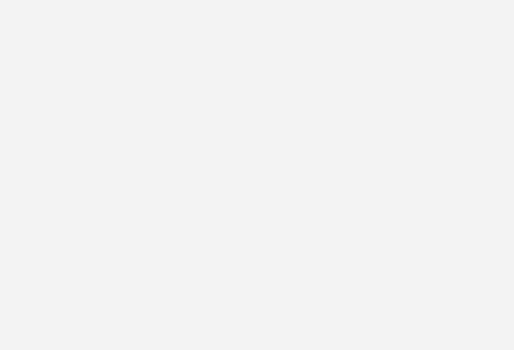


Date of Birth : 29-03-1993



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| --- | --- |
| Nationality | : India |
| Marital Status : Unmarried | |
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| Visa Status | : Tourist |

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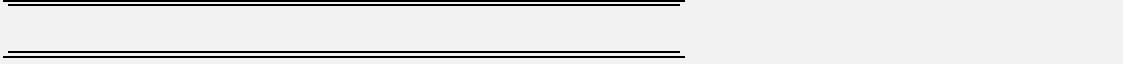
**Computer Age Management Services**

**Designation** **: Customer service executive**

**Duration** **: From February 2016 to January 2017.**

From February 2016 I was working with CAMS insurance call center Chennai as customer service executive till January 2017.

* Manage large amounts of inbound and outbound calls in a timely manner
* Follow communication “scripts” when handling different topics
* Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives
* Seize opportunities to up sell products when they arise
* Build sustainable relationships and engage customers by taking the extra mile
* Keep records of all conversations in our call center database in a comprehensible way
* Frequently attend educational seminars to improve knowledge and performance level
* Meet personal/team qualitative and quantitative targets



**Professional Educational Qualification :**



**Qualification : ITI ELECTRONICS**

**(2013) with 65.0% Aggregate.**

**Institution :** Don Bosco Tech Vaduthala

**University :** National Council for Vocational Training.

**Qualification: HSCC (12th)-(COMMERCE)(2010)**

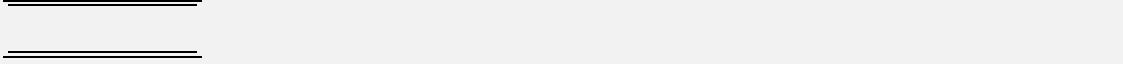
**Institution :** Sree Gujarathi Vidyalaya Higher Secondary School

**University :** Government of Kerala

**Qualification: SSLC (10th-2008).**

**Institution :** Lorreto Anglo Indian High School, Kochi,.

**University :** Government of Kerala.

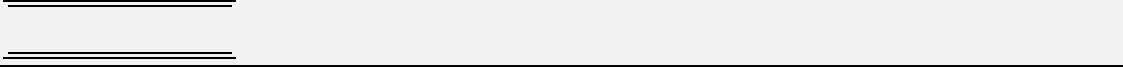


**Strengths :**



* Committed, hard working, Time Consciousness, Result Orientation.
* Commitment of Quality, Team Work, Planning & Organizing.
* Problem Solving, Decision Making, Customer Focus.
* Ability to deliver in challenging environments.

**Declaration :**



I hereby declare that all the details provided above are true to my knowledge and if I am placed in your concern I promise you that I will bring in the best of myself for the prosperity of the organization and to the entire satisfaction of my superiors.