**NISHATHA**

**Email:** **nishatha.387677@2freemail.com**

**OBJECTIVE:**

To build upon and enhance my professional skills in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner.

**EDUCATION:**

B.E in Information Science and Engineering from P.A COLLEGE OF ENGINEERING affiliated to VTU, Belgaum in the year 2015.

**WORK EXPERIENCE:**

**Jonas Petro Products Pvt Ltd, Mangalore** (August 2015 – June 2017)

**Designation:** Admin Co-ordinator

**Roles and Responsibilities:**

* Responsible for looking after day to day general office administration
* Coordinate with the internal departments for admin related activities
* Handling telephone communications and resolving information requests
* Purchasing and maintenance of general office supplies
* Maintaining files and records for the office and updating data in the departmental database and records

**TECHNICAL SKILLS:**

* Proficient with MS Word, MS Excel, MS PowerPoint, MS Outlook
* Operating Systems : Windows 8/7/XP
* Database : MySQL
* Languages : C, C++, Java, HTML

**WORKSHOPS:**

* Linux workshop organized at P.A COLLEGE OF ENGINEERING with course material provided by the Talk to a Teacher project IIT Bombay.
* Undergone soft-skill training conducted by FACE.
* Undergone soft-skill training conducted by i-point.

**KEY STRENGTHS:**

* Problem Solving Skills
* Creativity
* Self- Motivation
* Flexible
* Quick Learner

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| **PERSONAL PROFILE:** |  |
| **Date of Birth** | : 14 March 1993 |
| **Gender** | : Female |
| **Nationality** | : Indian |
| **Marital Status** | : Single |
| **Languages known** | : English, Hindi, Kannada and Tulu |
| **Hobbies** | : Playing badminton, watching movies and reading newspaper |

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