

* Nirmitha-389971@2freemail.com
* nirmitha87@gmail.com

A Bachelors of Business Administration graduate Seeking for a job to pursue a highly rewarding career where I can enhance my skills and knowledge while contributing to the symbolic growth of the organization.

**NIRMITHA**

TIMIELINE

2012



HSC Indian School Ajman, UAE

2015

BBA, Women’s Christian College, Chennai

 KEYSKILLS

* Passionate
* Endowed with brilliant analytical logical and critical thinking abilities
* Sincere and responsible

 **Biggest strengths:**

* Exceptional Communication skill
* Problem solving ability
* Patience
* Persuading ability
* Multi-Tasking

 

**Communicator**

**Multitask**

**Customer Service**

**Persuasive**

 COMPUTER SKILLS

Microsoft Office (word, PowerPoint and excel)

Adobe Photoshop, Finacle , HRMS

 INTEREST LANGUAGES KNOWN

Reading

Music

Writing Poems

Travelling

Sports

Blog writing

 ORGANISAZIONAL EXPERIENCE

* One Year 8 months as HR and Administration Head at ELEMECH

 Role & Responsibility

* + Scrutinizing of the resumes as per the requirement.
	+ Conduct telephone interview / direct interview
	+ update the MIS for salary and bonus
	+ Prepare quotation for projects
	+ Follow up with the clients.
* One Year 3 months at RAK BANK as Service Ambassador.

Role & Responsibility

* Provide quality services and resolve customers queries visiting branch
* Handle deliverable items at the branch
* Cross sell of the products
* Ensure all the services are processed within time with necessary approvals.

 ACHIEVEMENTS AND HONOURS

 Best outgoing student 2012-2015 at college.

 Handled Government Projects

 Awarded for promoting digital banking at Rak Bank, Was in Top 5 in UAE

 Served Customers in a positive way, receiving good feedbacks.