**NIMITHA**

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[nimitha.381374@2freemail.com](mailto:nimitha.381374@2freemail.com)

**PROFESSIONAL SUMMARY**

Personable Public Relations Specialist who works tirelessly at building effective relationships with clients,

vendors, media professionals and staff members and also experience in teaching. I accept with pleasure the challenges and goals that yourorganization could assign me, with good handle of the interpersonal relationships, ability to work in teams, so as to solve problems efficiently and achieve the goals set by the company and my work group.

**SKILLS**

|  |  |
| --- | --- |
| **PRO CUM ADMIN** | **TEACHING SKILLS** |
| * Event planning * Strong written and verbal communication skills * Organizational skills * MS Office * Community outreach * Strategic management * Media relations * Highly organised * Travel coordination * Time management * Works well under pressure * Social media knowledge * Planner and coordinator | * Diverse classroom settings * Managing classroom * Teaching/tutoring * Tailoring curriculum plans * Positive learning environment * Creative questioning * Computer proficient * Varied lesson plans * Group learning mechanics * Interpersonal skills * Audio-visual aid implementation * Student motivation * Creative learning strategies * Classroom discipline |

**WORK HISTORY**

**PUBLIC RELATION OFFICER CUM ADMIN**

MAY 2015 －MAY 2017 NATIONAL ELECTRONICS

Taliparamba

* Oversee receptionist area ,including greeting visitors and responding to telephone and in-person requestfor information.
* Received customers and made sales on behalf of the salesman.
* Performed general secretarial duties, including – booking meetings, appointment set up, faxing and

mailing.

* Processing sales related letters, proposals and contracts in a timely manner.
* Created messages, position statements and other corporate communications based on company's

objectives.

* Responsible for maintaining files of sales invoice, proforma invoice and purchase orders
* Develop reports to detail aging and past due accounts for senior management.
* Represented the organisation to customers, the public, government officials and other external sources.
* Consulted with advertising agencies to arrange promotional campaigns in all types of media.
* Conducted market and public opinion research related to company's reputation and positioning.

**ASSISTANT PROFESSOR**

JUNE 2013–APRIL 2015 SIR SYED INSTITUTE FOR TECHNICAL STUDIES

Taliparamba

* Achieved departmental objective by training the students.
* Worked directly with departments and management of the college to achieve 100% result.
* Prepared and Analysed departmental documents for appropriate distribution and filing.
* Created presentations for classes.
* Planned, implemented, monitored, and assessed a classroom instructional programme.
* Organised grade records to increase reference speed.
* Fostered meaningful relationships among students through student field-trip retreats.
* Developed and taught lessons on relevant syllabus to promote student education.
* Consistently received positive teacher evaluations from students.
* Met with parents to resolve conflicting educational priorities and issues.
* Collaborated with a team of faculty to develop tutorial programme for students in need of extra h

**ASSISTANT PROFESSOR**

JULY 2017 - MARCH 2018 PAYYANUR College

PAYYANUR,INDIA

* Planned, implemented, monitored, and assessed a classroom instructional programme.
* Organised grade records to increase reference speed.
* Fostered meaningful relationships among students through student field-trip retreats.
* Developed and taught lessons on relevant syllabus to promote student education.
* Consistently received positive teacher evaluations from students.
* Met with parents to resolve conflicting educational priorities and issues.

**EDUCATION**

2011

**MBA**: **MARKETING AND FINANCE** INSTITUTE OF TECHNOLOGY

PAVANNURMOTTA, INDIA

2009

**BACHELOR OF BUSINESS MANAGEMENT** SIR SYED INSTITUTE FOR TECHNICAL STUDIES

**PERSONAL INFORMATION**

* Date of birth : 09/11/1988
* Marital Status : Married
* Nationality : Indian
* State : Dubai
* Country : UAE
* VISA TYPE : Visit
* Language Known : English, Hindi, Malayalam,