

# NISHA KARIYTTAPUZHA SUNNY

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Manackaparambil(house), Piravom, Ernakulam Kerala, India

686664

mobile:9947177278,9496097278



Office administrative assistant with 3years+ work experience handling confidential tasks and making routine office tasks as efficient as possible. Possess IELTS score of band 7

## EXPERIENCE

**10 JUNE 2013 – 4 AUGUST 2014**

**OFFICE ADMINISTRATIVE ASSISTANT**, GOVT.U.P. SCHOOL, KALAMPOOR, INDIA

- Provide an excellent administrative service to all sections of the school community regardless of race, gender, background or age.
- Assist with online communication by sending out emails and post the newsletter onto the website.
- Photocopy and send out letters
- Perform receptionist duties throughout the school hours: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.

**2 JUNE 2016 –PRESENT.**

**OFFICE ADMINISTRATIVE ASSISTANT**, GOVT.U.P. SCHOOL, KALAMPOOR, INDIA

- Assistance in doing computer works like spreadsheet, online booking or data entry
- Assistance in managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Maintain general and confidential filing system, references, mail, diaries, appointments and meetings.

## EDUCATION

**AUGUST 2016**

**MASTER OF BIOTECHNOLOGY**, SCHOOL OF BIOSCIENCES, MAHATMA GANDHI UNIVERSITY, KOTTAYAM

Marks in percentage: 60%

**APRIL 2013**

**BACHELOR OF SCIENCE**, NIRMALA COLLEGE, ERNAKULAM, (MAHATMA GANDHI UNIVERSITY)

Marks in percentage:75%

**JULY 2010**

**PLUS TWO**, GOVT H.S.S PERUVA, KOTTAYAM.

Marks in percentage:70%

June 2008

S.S.L.C, STJOSEPHS HIGH SCHOOL PIRAVOM.

Marks in percentage: 97%

## SKILLS

- Ms. Office, excel and spreadsheet
- Leadership skills
- Communication skills
- English (American, British)
- Reading, Writing, speaking
- punctuality
- Quick learner
- Customer service skills.
- Computer skills
- Management skills.

## PERSONAL DETAILS

GENDER: FEMALE

AGE AND DOB: 29 & 31-05-1991

NATIONALITY: INDIAN

MARITAL STATUS: SINGLE

RELIGION: CHRISTIAN

HOBBIES: READING, WRITING SHORT STORIES.

### PERMANENT ADDRESS

KARIYATTAPUZHA, PEROOR, ETTUMANOOR,  
KOTTAYAM. 686637

### PRESENT ADDRESS

MANACKAPARAMBIL, PIRAVOM, ERNAKULAM  
686664