

NITHYA P

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas .

CONTACT



PUTHUKKUDI HOUSE,
THOTTADA (PO)
KANNUR 670007



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9746053017

EDUCATION

Annamalai University
MBA-E Business 2014
Chinmaya Mission College
BA English Literature 2010

SKILLS

- Positive attitude
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

HiLITE BUILDERS PVT LTD, FRONT OFFICE EXECUTIVE
OCT 2018 - DEC 2020

- Coordinate reception and office
- Maintained and organized numerous office files
- Monitored and managed tele enquiries.
- Overall front office management.

BMW PLATINO CLASSIC, GREETER
OCT 2017 - FEB 2018

- Coordinate Reception, sales, and DMS entries.
- Overall front office management
- Greeting and coordinate customer relationship activities.
- Knowledge of office management and basic book keeping.

EDUCATION

Govt Higher Secondary School
Muzhappilangad
Plus Two 2007
Chovva Higher Secondary
School
SSLC 2005

ERAM MOTORS PVT LTD, SALES CONSULTANT

JAN 2015 - JAN 2017

- Meets with customers in a sales environment to drive
 - product sales and knowledge
 - Demonstrate advanced products knowledge
 - Makes sales appointments with clients
 - Generate new leads by meeting with customers
- Close the lead by overcoming objections

AIMFILL INTERNATIONAL, COUNSELOR

OCT 2012 – FEB 2013

- Providing general guidance and support to help
 - students
 - Academic advising and assessment
 - Participating career counselling

MANUMATIC NISSAN, RECEPTIONIST

JAN 2011 - SEP 2012

- Front Office Management

DECLARATION

I here by declare that the above mentioned particulars are true to the best of my knowledge and belief

DATE

PLACE