NIKHILA S

LIG 263, GANDHINAGAR

KADAVANTHRA

COCHIN 682020

PH - 8281937898, 9496325799

**CAREER OBJECTIVE:**

To work with an organization where I can fully utilize my knowledge, experience and abilities with sincerity and hard work for the growth of organization as well as for my personal growth.

**PERSONAL DETAILS**

Name : Nikhila S

Father’s Name : SathyaKumar N

Mother’s Name : Rethi Devi

Date of Birth : 30/5/1994

Nationality : Indian

Marital Status : Married

**PERSONAL SKILLS:**

* Professional dedication, sincerity and positive approach
* Learning attitude
* Accepting new challenges

**ACADEMIC** **QUALIFICATION**

* BBA – MG University , Vidyaniketan College (2017)
* Plus Two – SNHSS Ayyappankavu (2011)
* SSLC – St. Mary’s CGHSS (2009)

**TECHNICAL KNOWLEDGE**

* Word processing and publication : MS Word
* Spreadsheets and Data base : MS Excel
* Pivot Tables : MS Excel
* Presentation : MS Power Point

**EXPERIENCE**

**Fortune Capital (at present)**

Office Assistant

* Coordination and Management of all the activities related to the Insurance
* Preparing timely MIS reports as per regulatory/management
* Cashier

**Cochin Corporation ( April 2015 - Oct 2016)**

Worked as a DTP operator

* Data Analysis
* Maintaining Accurate Records
* Preparing necessary documents
* Customer Relation Executive

**LANGUAGES KNOWN**

English, Malayalam and Tamil

**DECLARATION**

I hereby declare all the above statements are true by best of my knowledge and belief.

Place: ERNAKULAM Name : NIKHILA S