



# Nimisha NR

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Neduvilparambu, Edakochi

## Objective

To build a career in a growing organisation, where I can get opportunities to prove my abilities and climb the career ladder through continuous learning and commitment.

## Skills

- Team work
- Friendly Approach
- Communication Skills
- Willingness to learn
- MS Word, Excel, Powerpoint
- Data Entry

## Additional Courses

- Digital Marketing  
Avodha  
April 2021–October 2021
- MS Office & Data Entry  
Florinta info solutions  
September 2019
- Certified Banking & Finance  
Professional - ASAP  
2015–2016

## Languages

- English
- Malayalam
- Tamil

## Work Experience

2022–2023 **Front Office Executive | Urogulf Global Services, Kochi**  
11 Months

- Handled all front office responsibilities such as greeting clients, providing general support to customers, answering and directing phone calls and sorting mails.
- Maintains visitors log book.
- Provided administrative and clerical support to managers and executives.
- Coordinate Office activities and operations to secure efficiency and compliance to company policies.
- Maintains employee attendance software and resolving employee queries regarding attendance and time management.
- Assisting HR for recruitment needs such as screening resumes, scheduling interviews and conducting telephone interviews.
- Accepting all incoming couriers and verifying all outgoing couriers.
- Preparing and updating timely reports on employment activity.
- Scheduling, confirming meetings and appointments.
- Forwarding mails and official documents to the concerned officials and keeping a record of the documents sent and received.

## Education

2016–2019 **Bachelor of Commerce - Cooperation**  
MG University

2014–2016 **HSE Commerce Computer**  
S. N. H. S. S Ernakulam

2013–2014 **SSLC**  
L.M.C.C.H.S.G Ernakulam

## Personal Information

Date of Birth: 31.12.1998

Father Name: Reghu NP

Marital status: Single