

**Name : NISHA P S**



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**Address for Communication:**

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**Personal Details:**

Father name : K A SIVAN  
Date of Birth : 24 -1-1995  
Age : 28 yrs.  
Sex : Female  
Nationality : Indian  
Religion : HINDU  
Marital status: Single

**Languages Known:**

Malayalam, English, Tamil

**Extra Curricular Activities:**

Pencil Drawing , Short story  
writing Reading

**Objective:**

To obtain a position that allows me to utilize my skills to pursue a challenging career and grow with the organization.

**Additional Education Qualification:**

- KGTA Typing Lower English, Malayalam
- CRM Domestic non voice

**Technical Skills:**

Operating Systems : All Windows based Operating Systems  
Tools : MS Word, Excel, Power Point.

**Personal Attributes:**

- Result oriented attitude & self control.
- Team player and facilitator.
- Enjoy working in a team.
- Systematic approach to situations.
- Calls greeted client and handled all front desk
- Flexible and adaptable to changing priorities.

**Experience:**

- Eben telecom, Kochi 7 month experience
- Almas Hospital, Malappuram 4 year experience

**Area of interest:**

- Systematic Planning and Co ordination
- Oral / Written Communication
- Leadership management
- Customer Service and Marketing
- Customer Relationship Management
- Time management
- Customer / Patient Billing

**Academic Qualifications in Detail:**

<b>COURSE</b>	<b>BOARD/ UNIVERSITY</b>	<b>SCHOOL/ COLLEGE</b>	<b>YEAR OF PASSING</b>
<b>B.COM</b>	Mahatma Gandhi University	S N D P Yogam Arts & Science College	2017
<b>Higher Secondary Education</b>	State	Govt Higher Secondary school	2014
<b>Higher Secondary Education</b>	State	Amritha Vocation Higher Secondary School	2012

**Internship Trainings :**

**Tasks learned: Inbound ,Outbound , Tele -calling, ID Verification section**

**Tasks learned : Office Assistant, Cashier, Customer care, Billing**

**Declaration:**

I hereby confirm that the details furnished above are true to the best of my knowledge and understanding.

Date :

Place:

NISHA P. S