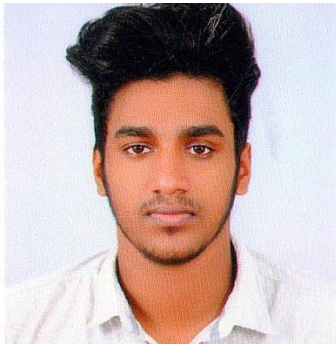




@ nihajinnr@gmail.com
0505835308
SHABIYA 11, ABU DHABI

SKILLS

ACTIVE LISTENING
COMPUTER SKILL
CUSTOMER SERVICE

PERSONAL DETAILS

Date of Birth : 19/10/1999
Marital Status : SINGLE
Nationality : INDIAN
Visa Status : VISIT VISA
Passport No : S1181643
Date of Expiry : 01/05/2028

LANGUAGE

MALAYALAM
ENGLISH
TAMIL
HINDI

OBJECTIVE

Seeking an entry-level position to begin my career in a high-level professional environment

EXPERIENCE

OFFICE ASSISTANT - 2021

WHYSER WORLD, KAZHAKUTTOM
* Telecalling and customer handling
* Reviewing sales performance
* Recording information as needed
* Updating excel works
* Maintaining files

STOREKEEPER (TRAINEE) - 2019

KERALA STATE INDUSTRIAL ENTERPRISES(KSIE)
* Activities of Export/ Import air cargo operations
* Reciept of cargo
* Warehouse and storage
* Release of cargo
* Logistics operation and supply chain management

SALES STAFF - 2018

BIG BAZAAR HYPERMARKET, TRIVANDRUM
* CUSTOMER HANDLING
* PREPARING STOCKS
* RECIEVING DELIVERIES AND CHECKING QUALITY
* SERVING CUSTOMER
* BILLING

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION 2021
ANNAMALAI UNIVERSITY

DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT 2020
AIRON ACADEMY
A

ADDITIONAL SKILL ACQUISITION PROGRAMME 2018
GOVT H SS, SREEKARYAM
A

PLUS TWO 2016-2018
GOVT H SS, KAZHAKUTTOM
70%

DECLARATION

I hereby declare that all the above mentioned information is correct up to my best knowledge.