

CURRICULUM VITAE

NISHA S

W/o Mr. Vikas babu S

Vikas Bhavan

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OBJECTIVE

Seeking challenging assignments in pioneering technology and in a value based organization, where working comes as a challenge, skills could be harnessed to upgrade one's knowledge and simultaneously achieve Organization's objectives in an efficient and self-motivated manner.

ACADEMIC QUALIFICATION

- Bachelor of Chemistry from Kerala University, Kerala, India, in the year 2001.
- Higher secondary in Science subjects from Kerala State higher secondary board.

TECHNICAL QUALIFICATION

- Post graduate Diploma in computer application (PGDCA)
- HDC & BM from Cooperative union Thiruvananthapuram in the year 2004

PERSONAL DATA:

Date of Birth : 30th May 1981

Sex : Female

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi & Malayalam.

PERSONAL SKILLS

- Quick learner and willingness to learn.
- Good communication and writing skill.
- Excellent presentation & training skill.
- Ability in leading the team and a good team player.
- Ability to work independently as required.
- Ability to deal with people effectively.

Work Experience:

Worked as a secretary in Varkala Coir board cooperative society from 02/04/2019 to 30/09/2021

Work Profile:

- Office administration and handling day to day activities.
- Organizing and maintaining personnel records.
- Responsible to coordinate all weekly / Monthly meetings and to prepare the Minutes of meetings.
- Handling petty cash and keeping registers.
- Assisting Payroll by providing relevant employee information.
- Assist in the review of audits ensuring follow-up and rectification of detected irregularities.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place:

Nisha S

Date: