



NIMISHA SHREE

Administrative Executive & Client Support

Administrative Management | Client Services | Operations Executive | Office Management
| Event Management | Records & Files Management



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Abu Dhabi, UAE



LinkedIn: Nimisha Shree

PROFILE SUMMARY

A skilled, ambitious self-starter administrative professional, capable of handling a wide range of administrative functions, client support, and other clerical roles. Qualified journalist also worked in public relations and with solid background in data entry, customer service, schedule management. Works effectively in a fast-paced environment, prioritizing tasks and meeting and works well independently.

CAREER OBJECTIVE

Seeking a position utilizing my years of administrative and client services experience, organization and prioritization skills to support projects from conception to timely completion. Displayed proven ability to build strong customer/client relationships. Seeking a position in an efficient team that will provide me with the opportunity to develop strong professional skills and make a positive contribution.

PROFESSIONAL EXPERIENCE

Acacia Training Pvt Ltd, Gurgaon, India

Oct. 2019 to Dec. 2021

Designation: Training & Leadership, Administration & Client Services

- Tracking and coordinating the work of clerical and other administrative trainees, as well as making sure that everything is in place for the office to function smoothly.
- Demonstrating the flexibility while providing executive and administrative support for corporate clients in diverse industries.
- Prepare reports for a wide variety of company departments and manage office operations and delegate tasks to administrative assistants.
- Attended and implemented continuous training for new trainees.
- Recruited to assess existing courses while developing and delivering training programs geared toward increasing productivity.
- Coordinated and conducted small group and individual training sessions based on the organizations learning needs.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained office files, records and logs showing the status of actions and correspondence.

PERSONAL VITAE

Languages known: English, Hindi,
Malayalam, Tamil
Nationality: Indian
Date of Birth: 29 – 12 – 1995
Marital Status: Single
Passport No.: M3546882

EDUCATIONAL QUALIFICATION

Master of Science 2018
(Computer Application)
Symbiosis International University
(SICSR), Pune, India

Bachelor of Computer 2016
Application
Symbiosis International University
(SICSR), Pune, India

AREA OF EXPERTISE

- Data processing & Record keeping
- Performance improvement
- Administrative Management
- Client Support Services
- PR Co Ordinator
- Event Management
- Operations Executive
- Office Management
- Content Reporter

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Internship & Projects Undertaken

Tech Masters, Trivandrum, India

Jul. 2019 - Sep. 2019

Project title: **Easy Medicals**

Objective: The aim of this project is to manage the day to day activities in a medical shop, to keep the customers informed about the availability of medicines & interact with them.

UST Global – Infinity Labs, Trivandrum, India

Dec. 2017 - Jun. 2018

- Infinity Labs Asset Brochure

- Neo4j Graph Data

- Orient DB

- Research on 5-Factor Intelligence

Graduation Project

BCA 2016

Project title: **Online Course Registration**

Environment: Java, Oracle 11g, Tools: NetBeans

Project description: Online Course Registration System is a Web-based registration software developed in Java that helps people to register their desired courses online. It is ideal for corporate training programs, educational camps & online training programs.

Post-Graduation Project

MSc (CA) 2018

Project title: **Interoperability and Challenges related with Cloud Computing**

Environment: Cloud Computing, JPA, Oracle 11g, Linux, Tools: NetBeans

Project description: This research is about finding out the various concerns with cloud computing as it grows. There are some concerns that have arisen, such as security, privacy, accessibility, portability and interoperability.

Other interests and activities

- Active volunteer of 'Sharing Care' Community Service.
- Volunteer of Arsh NGO event conducted in Symbiosis, Pune.
- Foreign Language Program - French.
- Participant in Art & Music, organizer in High school & University events.

References: Will be furnished upon request.

CORE STRENGTHS

- Training & Orientation
- Multi-tasker and fast learner
- Strong leadership skills
- Flexible and adaptable
- Excellent communication skills
- Time management skills
- Detail and result oriented
- Good team player
- Excellent interpersonal skills

TECHNICAL EXPERTISE

Systems: Windows 10, 11, Linux

Software: MS Office Suite

Languages: Basics of Java, HTML

Editor and IDE: NetBeans IDE & Eclipse

Database: MySQL

TESTING EXPERTISE

- Profound knowledge in SDLC & its phases.
- Knowledge in preparation of test cases & reports.
- Familiar with various testing tools and techniques.