



NIMA MANOHARAN

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- ❖ +971568051134
- ❖ Sanaya industrial area, Kalba, Sharjah

PROFESSIONAL SUMMARY

A progressive and multi-talented professional with administrative and teaching experience. Possesses advanced computer software knowledge, archiving and record-keeping skills and general office management capabilities. Trying to secure a responsible career opportunity to fully utilize my technical and administrative skills, While making significant contribution to the success of the company.

PERSONAL DETAILS

Name. : Nima Manoharan
Nationality : Indian
Date of birth. : 18/04/1990
Marital status : Married
Husband's Name : Nidhin K.P
Visa Status : Spouse visa
Passport number : U4574593

TECHNICAL SKILLS

- MICROSOFT PROGRAMS
 - Word, Excel, Outlook, power point, Share point
- OPERATING SYSTEMS
 - Linux, Windows, MAC, iOS, Android
- PROGRAMMING LANGUAGES
 - C,C++, Python, Verilog, MATLAB
- SIMULATION TOOLS
 - LT-SPICE, NS-2, SIMULINK

LANGUAGES

- ❖ ENGLISH
- ❖ HINDI
- ❖ MALAYALAM
- ❖ TAMIL

EDUCATION

Rajiv Gandhi Institute of Technology, Kerala
2015, **M.Tech in Advanced Communication**, 8.5 CGPA

Government Engineering college, palakkad , Kerala
2011, **B.Tech in Electronics and Communication**, 69.2%

St.Sebastians Higher Secondary school, kuttikad, Kerala
2007, **PLUS TWO**, 92.8%

WORK EXPERIENCE

• ADMINISTRATIVE ASSISTANT 4/11/2019 - 12/3/2022

S.N.U.P SCHOOL,CHALAKUDI ,KERALA

- Coordinated and supervised the daily operation of the school and worked in cooperation with school board office administrators.
- Performed office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
- Maintained general school supply purchase orders; receive, store and distribute supplies and office materials.
- Created memos, reports, spreadsheets, and exhibits for presentations.
- Administrated payroll information, compensation material and benefit programs.

• ASSISTANT PROFESSOR 8/7/2016 - 10/6/2019

GOVT. ENGINEERING COLLEGE, IDUKKI ,KERALA

- Provided administrative support for outcome based assessment processes and initiatives within the college.
- Performed system administration functions and provided technical support to students.
- Maintained the quality of laboratory sessions by testing and verifying the functionality of lab equipments.

SOFT SKILLS

- Communication (written and verbal)
- Attention to detail
- Database management
- Teamwork
- Organization and planning
- Research and analysis

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Attendance