

CURRICULUM VITAE

NISHANA NAZAR

Abu Dhabi, U.A.E

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development, to promote a positive work environment and help in achieving personal as well as organizational goals.

Work Experience: (4+ Years)

Elite Captain

Admin Officer & Receptionist

Abu Dhabi, UAE

January 2021 - Present

- ❖ Identifying, qualifying, and securing business opportunities, coordinating business generation activities; developing customized targeted sales strategies.
- ❖ Dealing with DMCA & FTA Registration.
- ❖ Answer queries by employees and clients.
- ❖ Solving all product or service related issues & Overseeing the customer service process.
- ❖ Planning the training and standardization of service delivery.
- ❖ Keeping & Managing Attendance of Employees.
- ❖ Resolving customer complaints & Conducting quality assurance surveys.
- ❖ Keeping and Managing employees file and Clients Records.
- ❖ Keeping and managing of client files and records.
- ❖ Greet and welcome guests Record the guest details.
- ❖ Answer, screen and forward phone calls and mails to the concerned department.
- ❖ Order front office supplies and keep the inventory of stock.
- ❖ Clerical receptionist duties.

Nirmithy Interior Decorations LLC.

Admin cum Business Development Executive

DUBAI, UAE

April 2019 – December 2020

- ❖ Identifying, qualifying, and securing business opportunities, coordinating business generation activities; developing customized targeted sales strategies.
- ❖ Building business relationships with current and potential clients.
- ❖ Understanding client needs and offering solutions and support; answering potential client questions and follow-up call questions; responding to client requests for proposals.
- ❖ Collaborating with sales and leadership to secure, retain, and grow accounts.
- ❖ Creating informative presentations; presenting and delivering information to potential clients at client meetings, industry exhibits, trade shows, and conferences
- ❖ Greet and welcome guests
- ❖ Answer, screen and forward phone calls and mails to the concerned department
- ❖ Order front office supplies and keep the inventory of stock
- ❖ Clerical receptionist duties such as filing, recording of guest details, Photocopying and scanning of documents.

ESCUBE IT Services India Pvt Ltd.
Consultant

KERALA, INDIA
October 2017 - March 2019

- ❖ Invoice processing (Stock, Non-stock, Royalty and Intercompany invoices).
- ❖ Vendor reconciliation.
- ❖ Mailbox query handling & Log clearance.
- ❖ Action request processing for Prepayments.
- ❖ Conducting payment runs.
- ❖ Supplier setups & Amendments.
- ❖ Handling supplier calls - Resolving queries & Ensuring accurate payments.
- ❖ Handled Royalties & General Ledger related tasks.
- ❖ Revenue part of 5 Cost Centers of Managed Services - Mainly assigned with Revenue recognition, Balance sheet reconciliation, and Royalty tasks.

Academic Qualification:

- ❖ **Master of Business Administration with HR & Finance** from APJ Abdul Kalam Technological University, India in 2017.
- ❖ **Bachelor of Business Administration** from University of Kerala, India in 2015.
- ❖ **Higher Secondary on Science Group** from Kerala Board of Higher Secondary, India in 2012.
- ❖ **Matriculation** from Kerala State Board, India in 2010.

Industrial Training:

- ❖ Worked as an intern in the Human Resource Department of Indian Rare Earths Ltd., Kerala, India for 2 months.

Project Work:

- ❖ A Study on Impact of Performance Appraisal on Employee's Performance Involving the Moderating Role of Motivation in United Electrical Industries Ltd., Kollam, India.
- ❖ A Study on impact of Health & Safety measures in Kerala Minerals & Metals Ltd., Kollam, India.

Computer Proficiency:

- ❖ Tally. ERP 9
- ❖ SPSS
- ❖ Windows / MS OFFICE/ Apple Mac

Personal Traits:

- ❖ Hard worker.
- ❖ Self-confidence, Patience.
- ❖ Curiosity to learn new things.
- ❖ Good Team player.

Personal Profile:

Date of Birth	:	20th December 1994
Sex	:	Female
Marital Status	:	Married

Linguistic Proficiency	:	English, Hindi, Malayalam, and Tamil.
Religion	:	Muslim
Nationality	:	Indian
Passport No	:	T0564030
Visa Status	:	Residence Visa
Contact Number	:	+971-545946861

Declaration:

I hereby swear that all the statements made above are true and correct to the best of my knowledge.

Date: 08-02-2022

Place: Abu Dhabi

Nishana Nazar