

NISMA NASSAR

Address Zoorath
Avalookunnu Ward
Alappuzha - 13

E-mail ID nismanassar@outlook.com
Mobile No. +971 551919128
+91 7907974704



PROFESSIONAL EXPERIENCE

- | | | |
|---|-------------|-------------|
| • Operations Specialist (C04/C05 Demat Ops/ India Legacy Ops)
Citi Bank, Chennai | 2020
Apr | 2023
Dec |
| • Customer Service Officer (Asst. Mgr.)
Axis Bank, Coimbatore | 2018
Feb | 2020
Mar |

EDUCATION

- | | | |
|---|------|-----|
| • Master of Business Administration (Finance/Marketing)
MG University / Albertian Institute of Management, Kochi | 2016 | 62% |
| • B. Com (Computer Application)
University Institute of Technology, Alappuzha / University of Kerala | 2014 | 69% |
| • HSC
Lajmathul Muhammadiya HSS, Alappuzha / State Board, Kerala | 2011 | 68% |
| • SSLC
Govt. Model HSS, Ambalapuzha / State Board, Kerala | 2009 | 71% |

PROJECT WORKS

- | | | |
|--|------|---------|
| • Chennai Petroleum Corporation Ltd.
A study to analyze the Working Capital Management of CPCL. | 2 mo | Chennai |
| • Bajaj-Allianz Life Insurance Co. Ltd.
Organizational Study An in-depth study into the functioning of the various departments and the organizational hierarchy of the company and to identify and evaluate the company's policies and perform a SWOT analysis. | 1 mo | Kochi |

INDUSTRIAL TRAINING

- | | | |
|---|--------|-------|
| • Persona Enhancement Workshop
AIM, Kochi / Vertical Eye, Nilgiris / November 2015 | 1 week | Kochi |
| • Placement Training Program
AIM, Kochi / Mr. Raj Barai / August 2014 | 1 week | Kochi |

CERTIFICATIONS

- | | |
|---|------|
| • PG Diploma in Banking Management
Timespro, Kochi | 2017 |
|---|------|

COMPUTER SKILLS

- | | |
|---------------------|----------------|
| • MS Office | • G-Suite |
| • Operating Systems | • Social Media |

ACHIEVEMENTS

- **Project Myrtle | Citibank**
Recognized and awarded for the excellency and contribution towards the divestiture process of Citibank India
- **Golden Award | Citibank**
Recipient of Golden Award for three consecutive years, in recognition of exemplary performance in completing NSDL audits with zero error
- **Champions** 2015 Kochi
Nov 2015 / Vertical Eye / Persona Enhancement Workshop
Was awarded 'Champions' certificate for displaying exemplary team spirit and helping the team succeed in the persona enhancement workshop held at Albertian Institute of Management, Kochi.
- Participation in National Level Symposiums
- Participated in various National level management fests
- Coordination of various events at school and college

PERSONALITY

- Analytical and innovative problem solving abilities
- Able to work independently as well as in team
- Strong problem solving abilities to resolve operational issues promptly and effectively
- Exceptional communication skills for clear client and colleague interactions
- Excellent organizational skills for managing multiple tasks efficiently

PERSONAL DETAILS

- | | |
|-------------------|-------------------------------------|
| • D.O.B. | 9th August 1993 |
| • Gender | Female |
| • Visa Status | Visit Visa |
| • Languages Known | English Malayalam Tamil Hindi |
| • Nationality | Indian |

DECLARATION

- | | |
|---------|--------------|
| • Date | |
| • Place | Nisma Nassar |