



NISHA ZAINABA M

ADMIN/ HR CO ORDINATOR

CONTACT

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📍 Al Khail Community , Al Quoz

EDUCATION

- 2022 BANGALORE UNIVERCITY
BUSINESS BACHELOR ADMINISTRATIVE
(HUMAN RESOURCES)

2017- 2019

PRE UNIVERCITY

- MC Collage
2016 SENT JOSEPH
CONVENT MADIKERI

SKILLS

- Active listening skills. ...
- Communication skills. ...
- Computer skills. ...
- Customer service skills. ...
- Interpersonal skills. ...
- Leadership skills. ...
- Management skills. ...
- Problem-solving skills.

LANGUAGES

- English
- Hindi
- Kannada
- Malayalam
- Tamil
- Telugu (Manageable)

PROFILE

Hardworking and versatile Administrative Assistant with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities.

WORK EXPERIENCE

ABC Cargo & Courier Logistics:

Duties and Responsibilities:

- Maintain relationships with carriers and customers. Provide exceptional customer service to customers and carriers. Solve customer and carrier problems and help resolve issues. Provide shipment quotes for customers and set up shipments as required by customers. With CRM functions like contact management, sales tracking, and task automation, you can streamline your processes, save time, and boost customer satisfaction, Properly deployed, a CRM solution enables the company to identify existing and prospective customers.

Admin/ HR Co ordinator

2022- 2024 JAN

- Offrule Co ordinator/ Scheduling Interviews
- Admin / Back office : Administrative assistants play an
- important role in organizing, managing, and keeping an office
- running. Most administrative assistants are responsible for
- clerical and organizational tasks like file organizing,
- scheduling appointments, assisting other staff members, and
- drafting mail. Code Creation, Scheduling interviews,
- Contacting With HUB, Employee code Generation
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Customer Service Representative

2020 - 2022 SEP

- Work experience Baja Allianz Life Insurance ... CSR (Off rule employee A
- Customer Service Representative works with clients who have complaints, orders, or require information about policies /services purchased from the organization. They also provide solutions that fit those individuali ed situations and prioritize the custom, Maintaining Good rappel with Clients

ISR/ RECEPTIONIST.

2019- 2020

Answer, screen, and forward incoming phone calls and direct visitors to the right person or department. Maintain the office and keep all the office equipment in check as well as order any necessary office supplies. Responsible for maintaining office security and communicating with the security guards if needed