



NISHA N M

CALL CENTRE EXECUTIVE, DATA ENTRY OPERATOR, CASHIER, SALES EXECUTIVE & FRONT OFFICE ASSISTANT.

CONTACT

☎ 919605366702

✉ nishanalu1997@gmail.com

EDUCATION

2015-2018

KERALA UNIVERSITY

- Bachelor of commerce

2018

NULM

- CRM

SKILLS

- Project Management
- MS EXCEL
- MS WORD
- Google sheet
- MS power point
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (mother tongue)

PROFILE

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than 2 years of experience in managing and leading teams across multiple sectors Like BPO, BANKING, DATA ENTRY OPERATION, CASHIER etc. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Business Management and making organisations successful.

WORK EXPERIENCE

● Directorate of Industries And Commerce

2022- PRESENT

call centre executive and Front office Assistant

- quick responds to enquiry calls
- Guest management
- Receptionist
- Help desk duties
- doubt clearing of entrepreneurs
- E-MAIL
- Provide awarnes to the entrepreneurs

● AXIS BANK

SALES OFFICER

- Create and manage the Savings account and current account,, ensuring efficient allocation of resources and optimising resources.
- Monitor brand consistency across marketing channels and materials.

● MAX FASHIONS

CASHIER

- Full time cashier, petty cash book
- 2 years of experience in cashier

● SOFT WARE INCUBATOR

data entry operator

- Editing of deed and mortgages of American citizens
- multy tasking
- system knowldege
- competitive working environment
- Typing speed 40