



## EDUCATION

- ❖ **BACHELOR SCIENCE - RADIOGRAPHY IMAGING TECHNOLOGY**
- ❖ **HIGHER SECONDARY**  
BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA
- ❖ **SSLC**  
BOARD OF PUBLIC EXAMINATION, KERALA

## PASSPORT DETAILS

Passport No : P 0620950  
Date of Issue : 29-08-2016  
Date of Expiry : 28-08-2026  
Place of Issue : Trivandrum

## PERSONAL INFO

Nationality	Indian
Gender	Male
Date of Birth	11-08-1994
Current Location	Villa Number 15 Street Number 14 Al Shahyar Street. Al Muwaiii Al Ain UAE
Languages Known	Malayalam, English, Hindi, Tamil

# NIKESH J L



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## CAREER SUMMARY

Diligent and detail-oriented professional with a proven track record of providing administrative support in fast-paced office environments. Possessing strong organizational and multitasking skills, I am adept at managing office operations, handling correspondence, and ensuring the smooth flow of daily activities. Known for excellent communication skills, attention to detail & a strong commitment to ensuring a smooth workflow. Seeking a suitable position where my administrative expertise and dedication to fostering a productive work environment can contribute to the success of the team and organization.

## WORK EXPERIENCE

Jul 2021 – Mar 2023

### OFFICE ASSISTANT

#### ALLIANZ INSTITUTE - ALLIED HEALTH SCIENCE

- Provided comprehensive administrative support to ensure smooth office operations.
- Managed front desk activities, including greeting visitors, answering phone calls, and addressing inquiries
- Organized and maintained files, records, and documents, ensuring easy accessibility and retrieval.
- Assisted in scheduling appointments, meetings, and coordinating events, optimizing office efficiency.
- Handled incoming and outgoing correspondence, emails, and distributed information as required.
- Efficiently entered and updated information into the database, ensuring accuracy and completeness.
- Monitored and maintained office supplies, placing orders when necessary to ensure a well-equipped work environment.
- Maintained accurate and up-to-date records of various office activities, transactions, and communications.
- Collaborated with colleagues to ensure effective communication and a cohesive work environment.
- Addressed and resolved routine office-related issues to maintain a positive and productive work environment.

## KEY SKILLS

### Administrative Support

Data Entry

Filing and Record-Keeping

Email Correspondence

Customer Service

Microsoft Office Suite

Multitasking

### Time Management

Organizational Skills

Communication Skills

Team Collaboration

Problem-Solving

Attention to Detail

Customer Relationship Management