

# NISHAD N



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📍 Villa No.18, Al Hamriya, Bur  
Dubai - UAE

## OBJECTIVE

Looking for challenging career with a professional organization where will be mutual growth and exploit my skills and abilities I procured from my experience

## EDUCATION

- Diploma in Guest Relation Manger from Hindustan Latex Family planning promotion Trust .
- Higher Secondary (+2) from S V H S S Kudassanadu, Kerala, India
- S S L C (10th) from C B M H S S Nooranadu, Kerala, India

## SKILLS

- Team Work
- Communication
- Customer Service
- Self-Control.
- Taking Responsibility.
- Patience.
- Time Management

## PROFESSIONAL EXPERIENCE

### South Indian Bank

#### Office Assistant

2 Years | Pandalam, India

- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

## PERSONAL DATA

Gender : Male

Passport No: S9000927

Date of birth: 22/04/2000

Nationality: India

Martial Status: Single

Visa status: Visit Visa

## LANGUAGE

- English
- Hindi
- Tamil

## DECLARATION

I do hereby, declare that the information furnished above is true to the best of my knowledge and belief.

**NISHAD N**  
United Arab Emirates