



PERSONAL

Nationality - India

D.O.B. - 15 May 1991

CONTACT

Mobile: (+971) 50 428 6962

Email: niveastephen0515@gmail.com

ADDRESS

203A, Mohd Bin Juma Bu
Faroosha Building

27th Street, Port Saeed

Deira, Dubai

LANGUAGES KNOWN

English - Advance Level

Hindi - Advance Level

Tamil - High Level

Malayalam - Mother Tongue

CURRICULUM VITAE

NIVEA STEPHEN

OBJECTIVE

To pursue a challenging career with a reputed and progressive organization, where I can use my knowledge and skills for career advancement by shouldering broader responsibilities.

ACADEMIC RECORD

International Diploma in
Healthcare Management
(Hospital Administration)

Percentage : 87%
Institution : Adi Institute of
Quality Engineers
University : Britain School of
Management and
Technology
Passout : May 2024

BA Sociology

Distant Education : (pursuing)

Plus Two

Percentage : 80%
Institution : Islamic HSS, Aluva
Passout : March 2010

SSLC

Percentage : 85%
Institution : National Open
School (NOS)
Passout : April 2008

COMPUTER PROFICIENCY / TECHNICAL SKILL

Operating System - Windows

Accounting Software - Tally ERP & SAP

Communication - Proficient in MS Office

PERSONAL TRAITS

Target Oriented

Dynamic

Adaptive to change

Optimistic & Honest


HUMAN SKILLS


Effective communication skills


Building relationships

Creativity

INTERESTS

 Reading

 Music

 Travelling

WORK EXPERIENCE

TVS Motor Company, Perumbavoor, Kerala, India

Sales Manager

2019 – 2023

Royal Enfield, Aluva, Kerala, India

Showroom Sales Executive

2019

TVS Motor Company, Perumbavoor, Kerala, India

Sales Officer

2016 – 2018

Rajagiri Hospital, Aluva, Kerala, India

F&B Staff

2015

CAPABILITIES

- Excellent Problem Solving
- Excellent Team player; Enjoy working in a professional environment
- Innovative, hardworking and dynamic professional ability to work under pressure

PROFESSIONAL PROFILE

- Sincere, creative, good communication skills and like to take challenging jobs.
- Believe in teamwork and possess a keen willingness to learn and apply my skills and potential for achieving company's objectives to the best of my abilities.
- Ability to communicate effectively in all aspects related to my job.
- Big-picture visionary with ability to understand how daily operations shape results and goals.

DECLARATION

I hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

NIVEA STEPHEN