

CURRICULUM VITAE



PERSONAL

Nationality - India

D.O.B. - 15 May 1991

CONTACT

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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

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