

# NIMIL MONCY



## CAREER OBJECTIVE

Seeking a Suitable position with an esteemed organization. Where I can use my creative skills and experience for the company's profitability.



## WORK EXPERIENCE

- **ADMINISTRATIVE ASSISTANT** - 10<sup>th</sup> May 2018 to 8<sup>th</sup> May 2022  
Al Madina Group Mafraq - Abu Dhabi - UAE.
- **CASHIER** - 21<sup>st</sup> May 2017 to 1<sup>st</sup> May 2018  
Emirates Durbar Restaurant LLC, Abu Dhabi
- **FRONT OFFICE EXECUTIVE** - 5<sup>th</sup> April 2016 to 15<sup>th</sup> May 2017,  
Vythiri Village Resort Wayanad - Kerala
- **FRONT OFFICE EXECUTIVE** - 1<sup>st</sup> April 2014 to 1<sup>st</sup> April 2016  
Issacs Regency (Part Time)



## EDUCATION & QUALIFICATION

- **B.A Travel & Tourism Management** - April 2016  
University of Calicut
- **Plus Two** - March-2013- Government of Kerala Board of  
Higher Secondary Examination
- **SSLC** - March 2011 - Government Of Kerala

## DECLARATION

I hereby that the particulars mentioned above are true to the best of my knowledge and belief.



## CONTACT ME



### Address

Al Nahdha  
Sharjah



### Phone

0524732954



### Email Address

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### Passport Details

No : W 3380051

Date of Issue

22/08/ 2022

Date of Expiry

21/08/2032

Visa Status : Visit Visa

## PROFFESIONAL SKILLS

- MS-Office Suite
- Data Entry
- Customer Service
- Team Work
- Creativity
- Internet Concepts
- Sales Tracker

## REFERENCE

- **Shalet Mathew**  
(Manager, Vythiri Village Resort)  
+91 9645 040 854
- **Rajeev K Nair**  
(Manager, Al Madina Group of Co.)  
+971 52855 0779

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil