

NITHIN TOMY

Administrative Executive

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PROFESSIONAL SUMMARY

I am a highly organized and self-driven individual, passionate about developing my career in the field of Admin Operations. Proactive, innovative, and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally drawn to an exciting opportunity.

SKILLS

- Admin Operations - Microsoft Office Suite - Assist HR Department - Coordinate Meetings
- Calendar Management - Database Management - Schedule Appointments - Data Entry
- Document Management - Email Management - Travel Coordination - Customer Relationship
- Reports and Record Keeping - Attend Phone Calls - Invoicing - Multitasking - Hard Working

WORK EXPERIENCE

ADMINISTRATIVE EXECUTIVE

Excellent Marina Explore LLC – Dubai, UAE

February 2022 – Present

Provide administrative support to the management team and accounts to ensure smooth office operations. Handle incoming and outgoing communications such as email, phone calls, and postal correspondence and respond to inquiries professionally and courteously. Manage calendars, schedule appointments, and coordinate meetings and events. Assist with day-to-day operations of the HR functions and duties. Provide clerical and administrative support to Human Resources executives. Prepare and organize employees and clients' documents, contracts, and agreements and ensure all paperwork is accurate and complete. Perform data entry tasks, maintain databases, and generate report. Provide general administrative support, including photocopying, and mailing. Maintain a professional and organized office environment.

ACCOUNT ASSISTANT

Leading Capital Spectrum LLC – Muscat, Oman

January 2020 - January 2022

Assist Account Operations and Submitting the Reports as per the request of Management. Prepare LPO's and Quotations, VAT Reconciliation, Petty Cash Handling and managing Account Payable and Receivable. Reconciliation of Bank Accounts and Day-books. Payroll including WPS management & benefits disbursement. Preparation of Reports as per the Requirement of Administration. Reply to E-Mails and Phone Calls to Keep a strong Customer Relationship. Request for Payments and Deal with customers on their requirements complaints to find solutions. File documents in physical and digital records and ensure appropriate storage.

DOCUMENT CONTROLLER

Modern Capital Spectrum Trad – Muscat, Oman

December 2017 - December 2019

Co-Ordination with Accounts Department to maintain of consignment inventory records. Preparation of Invoices, Quotations and LP O's and Keep a track on them for Documentation. Maintaining of consignment inventory records. Prepare monthly receivables and payable statement of accounts. Answering incoming calls, incoming emails and directing to relevant departments. Reply to E-Mails and Phone Calls. File documents in physical and digital records and ensure appropriate storage. Respond to complaints and resolve issues to the customer's satisfaction.

EDUCATION

BACHELOR IN COMPUTER APPLICATION

June 2013 - April 2016

Mahatma Gandhi University

BOARD OF HIGHER SECONDARY EDUCATION

August 2008 - April 2010

Sree Vivekananda Higher Secondary School

LANGUAGES

* **ENGLISH** - Full Professional Proficiency
* **TAMIL** - Professional Working Proficiency

* **HINDI** - Professional Working Proficiency
* **MALAYALAM** - Native or Bilingual Proficiency