



Nivedhya.K

CONTACT

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PERSONAL DETAILS

Date of Birth : 10/09/1998
Marital Status : Married
Nationality : Indian
Visa Status : Employment visa

SKILLS

Office administration, Zoho, Payroll and budgeting, Database administration, Contract negotiations, Multi-line phone proficiency, Writing reports, Mail handling, Scheduling, Attendance record management.



ACHIEVEMENTS & AWARDS

1)Semi finalist in Speak For India Debate Competition for two years.

OBJECTIVE

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

EDUCATION

Masters in Business Administration (HR and FINANCE)	2019 - 2021
Sree Narayana Guru Institute Of Management Studies	
80%	
Bcom . Computer Application	2016 - 2019
Calicut university	
65 %	
Plus Two	2016
Board Of Higher Secondary Education Kerala	
75%	
SSLC	2014
Kerala State General Education Board	
80%	

EXPERIENCE

ADMINISTRATIVE OFFICER	December
SMARTIFY AND TAQEEF LLC Dubai, Silicon Oasis	2021 -
1)Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.	Currently working.

LANGUAGES

English Hindi Tamil Malayalam

2)Updated reports, managed accounts, and generated reports for company database.

3)Set priorities and problem-solved workflow issues to maintain rapport with customers and managers.

4)Created, prepared, and delivered reports to various departments.

5)Consulted with company management to assess requirements and develop operational enhancements to streamline processes and increase team performance.

6)Scheduled office meetings and client appointments for staff teams.

7)Sorted and distributed office mail and recorded incoming shipments for corporate records.

8)Restocked supplies and placed purchase orders to maintain adequate stock levels.

9)Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.

10)Developed strategies to streamline and improve office procedures.

11)Created and maintained databases to track and record customer data.

12)Drafted correspondence and other documents for CEO and department heads in company's voice.

13)Managed department budgets and generated financial reports for management review.

PROJECTS

PROJECT IN MASTERS

Employees Engagement in Steel Industries Reference To Palakkad District

PROJECT IN BACHELORS

Customers Satisfaction With Kerala Grameen Bank Reference To Pazhayanur Grama Panchayath

SOFTWARE SKILLS

zoho

Excel

Word

CRM

