






NIHAL C

PERSONAL INFO

I wish to be in a challenging work environment where I can effectively utilize my skills, experience and knowledge which enable me to work with a progressive attitude and promise me a good career.

CONTACT

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PANAMARAM, WAYANAD,
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SKILLS

- Administrative duties
- Customer service care
- Leadership
- Inventory control
- Customer relationship management
- Budget


SOFTWARE SKILLS

- Tally
- MS-Excel
- MS-Word
- Quick book

EDUCATION

-  **SSLC** **2014**
KERALA STATE EDUCATION BOARD 80%
-  **SECONDARY EDUCATION** **2014-2016**
KERALA STATE EDUCATION BOARD 86%
-  **UNDERGRADUATION** **2016-2019**
B.A JOURNALISM (CALICUT UNIVERSITY) 70%
-  **DIPLOMA** **2019-2020**
INDIAN FOREIGN ACCOUNTING (IPA INSTITUTE CALICUT)

EXPERIENCE

-  • **10 MONTH EXPERIENCE IN ADMINISTRATIVE ASSISTANT IN IQRAA INTERNATIONAL HOSPITAL AND RESEARCH CENTRE CALICUT, KERALA**

HOBBIES

- Football
- Singing
- Reading
- Travelling

DECLARATION

I hereby put forward my candidature for your consideration with the above mentioned factors are true and correct to the best of my knowledge.