

CURRICULUM VITAE

NISHA DHIRAJ PANCHMIA
Contact No: - 9892592510 (Only SMS and WHATSAPP)
E-mail ID: - panchmia.nisha3@gmail.com
Disabilities :- Handicapped Impaired

403 flat, Leela Apartment,
Prabhat Colony, TPS Road-9
Santacruz-East,
Mumbai - 400055

WORK EXPERIENCE:

➤ MCHI-CREDAI (Maharashtra Chamber of Housing Industry) (2006-2015)

- Data Entry Operator and Assistant Public Relation from 2009 to 2015

Duties and Responsibilities

- Maintain contact databases and mailing lists with updated news.
- Collect news articles from various newspapers to create a Real Estate Newsletter containing all relevant information.
- Send daily Newsletter updates to members of CREDAI-MCHI via email.

- Computer Data Operator in Marketing Exhibition Team from 2006 to 2009

Duties and Responsibilities

- Create the layout for the exhibition plan(once rarely)
- Design and create Invitation/visiting cards for the exhibition
- Send SMS and emails to the mailing list for booking exhibition stalls and sending invitation cards to members and non-members of CREDAI-MCHI.
- To find new builders database list from Google
- Collect feedback and visitor data during the exhibition

➤ Deeds Public Charitable Trust in Khar (2004-2005)

Computer Data Operator

➤ Kanubhai B. Shah Co. (from November -2002 to September 2003)

Computer Assistant Clerk

CAREER OBJECTIVE:

To work for the growth and betterment of the organization and grow professionally as well as personally.

ACADEMIC & PROFESSIONAL QUALIFICATIONS:

Qualification	Institute	Marks /Percentage Obtained (%)
B.Com	University of Mumbai	42.43
HSC	Maharashtra Board	45.8
SSC	Maharashtra Board	51.20

COMPUTER PROFICIENCY:

- Working knowledge of MS Office Tools, Microsoft Office (Word, Excel, Power point), Emailing.
- Well versed with Internet
- Some Part of worked in HTML.
- Photoshop, corel draw, frontpage
- English Typewriting speed 40 W.P.M.

TRAINING PROGRAMME

- Diploma in Computer for Secretaries.
- Information Technology

KEY STRENGTH

- Eager to learn
- Confident and hardworking
- Ability to adapt to systems easily, great grasping power

PERSONAL DETAILS:

- Date of Birth : 30th October 1981.
- Gender : Female.
- Language Proficiency : English, Hindi, Gujarati, Marathi.

NISHA DHIRAJ PANCHMIA
PLACE: MUMBAI

