



## **CURRICULUM VITAE**

**Name** : **Nisha Nair**

**Contact info.** :

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**Email** : **nishanair0801@gmail.com**

**Date of Birth** : **October 27, 1979**

**Nationality** : **Indian**

**Marital Status** : **Married**

**Hobbies** : **Listening to music & Reading**

**Languages Known** : **English, Hindi, Marathi, Gujarathi & Malayalam**

**Educational qualification** : **Passed B. Com from Bundelkhand University**

**Additional qualification** :

- \* **English typewriting 70 W.P.M.**
- \* **Shorthand 50 W.P.M**
- \* **Marathi typewriting 50 W.P.M.**
- \* **Diploma in Software Engineering from Aptech**

**Extra curricular activities** : **Participated and won prizes in various inter-school and inter-collegiate competitions in elocution and essay writing.**

<b>Work Experience</b>		:	
1.	<b>Working dates</b>	:	<b>April 2015 to February 2019</b>
	<b>Company Name</b>	:	<b>Oxford Chemicals Pvt. Ltd.</b>
	<b>Position</b>	:	<b>Steno</b>
	<b>Work Profile</b>	*	<b>Checking emails and replying to them</b>
		*	<b>Preparing quotations, Literatures and MSDS</b>
		*	<b>Coordinating with clearing agents with regards to imports</b>
		*	<b>Preparing various official letters</b>
		*	<b>Attending calls and assigning to concerned depts.</b>
		*	<b>Assisting the Director with daily official activities</b>
2.	<b>Working dates</b>	:	<b>January 2009 to March 2015</b>
	<b>Company Name</b>	:	<b>King Homes</b>
	<b>Position</b>	:	<b>Office Assistant</b>
	<b>Work Profile</b>	*	<b>Entering customer details into the computer</b>
		*	<b>Keeping record of client documents</b>
		*	<b>Explaining loan norms to customers</b>
		*	<b>Keeping record of petty expenses</b>
		*	<b>Canvassing customers for home loans</b>
3.	<b>Working dates</b>	:	<b>October 2007 to August 2008</b>
	<b>Company Name</b>	:	<b>WNS Global Services Pvt. Ltd.</b>
	<b>Position</b>	:	<b>Customer Service Associate</b>
	<b>Work Profile</b>	*	<b>Entry passengers complaints regarding Virgin Atlantic into the database</b>
		*	<b>Solve customer complaints.</b>
		*	<b>Assign complaints of serious concern to the concerned dept.</b>
4.	<b>Working dates</b>	:	<b>June 1999 to September 2007</b>
	<b>Company Name</b>	:	<b>Datamatics Technologies Ltd.</b>
	<b>Position</b>	:	<b>Knowledge Associate (Home Based)</b>
	<b>Work Profile</b>	*	<b>Simple data entry</b>
		*	<b>QC check of typed data</b>
		*	<b>XML tagging</b>
		*	<b>SGML tagging</b>
5.	<b>Working dates</b>	:	<b>January 1998 to May 1999</b>
	<b>Company Name</b>	:	<b>Globaltronix (Bombay) Pvt. Ltd.</b>
	<b>Position</b>	:	<b>Steno-typist</b>
	<b>Work Profile</b>	*	<b>Draft letters</b>
		*	<b>Prepare Import and export documents</b>
		*	<b>Coordinate with sister concerns and clients with regards to production and import-export issues.</b>

**(NISHA NAIR)**