



CURRICULUM VITAE

Name : **Nisha Nair**

Contact info. :

Cell : **+919619607359**

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.**

Work Experience	:	
1.	Working dates	: April 2015 to February 2019
	Company Name	: Oxford Chemicals Pvt. Ltd.
	Position	: Steno
	Work Profile	<ul style="list-style-type: none"> * Checking emails and replying to them * Preparing quotations, Literatures and MSDS * Coordinating with clearing agents with regards to imports * Preparing various official letters * Attending calls and assigning to concerned depts. * Assisting the Director with daily official activities
2.	Working dates	: January 2009 to March 2015
	Company Name	: King Homes
	Position	: Office Assistant
	Work Profile	<ul style="list-style-type: none"> * Entering customer details into the computer * Keeping record of client documents * Explaining loan norms to customers * Keeping record of petty expenses * Canvassing customers for home loans
3.	Working dates	: October 2007 to August 2008
	Company Name	: WNS Global Services Pvt. Ltd.
	Position	: Customer Service Associate
	Work Profile	<ul style="list-style-type: none"> * Entry passengers complaints regarding Virgin Atlantic into the database * Solve customer complaints. * Assign complaints of serious concern to the concerned dept.
4.	Working dates	: June 1999 to September 2007
	Company Name	: Datamatics Technologies Ltd.
	Position	: Knowledge Associate (Home Based)
	Work Profile	<ul style="list-style-type: none"> * Simple data entry * QC check of typed data * XML tagging * SGML tagging
5.	Working dates	: January 1998 to May 1999
	Company Name	: Globatronix (Bombay) Pvt. Ltd.
	Position	: Steno-typist
	Work Profile	<ul style="list-style-type: none"> * Draft letters * Prepare Import and export documents * Coordinate with sister concerns and clients with regards to production and import-export issues.

(NISHA NAIR)