



Nimisha Elizabeth Cheriyan



Administrative, Clerical
and Data Entry



Dubai,
UAE



PERSONAL INFO

BIRTH DATE

05 March 1997

NATIONALITY
Indian

YEARS OF EXPERIENCE

1 year (as Admin Asst., UAE)

1½ year (as Asst. Professor, India)

MARITAL STATUS
Single



CONTACT INFO

PHONE

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EMAIL

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LANGUAGES

ENGLISH

MALAYALAM



ACHIEVEMENTS

- ✓ Best of India Records
- ✓ Universal Record Forum
- ✓ International Book of Records
- ✓ World Book of Records (United Kingdom)



HOBBIES



ABOUT ME

Post-graduation student specialized in Applied Linguistics and Language studies in UAE – highly motivated to launch professional administrative career as well as to handle phone calls and to organize and structure official datas. Excellent interpersonal communication and relationship- building skills. Listen attentively, communicate persuasively, assure upto date field study timely and strong confidence in leadership quality.



EDUCATION

2020-22

AL MIHAD TRAINING CENTRE

Master of Arts in Applied Linguistics
and Language studies

2019

CILA, Trinity London

Cert. TESOL
(1st Rank in India)

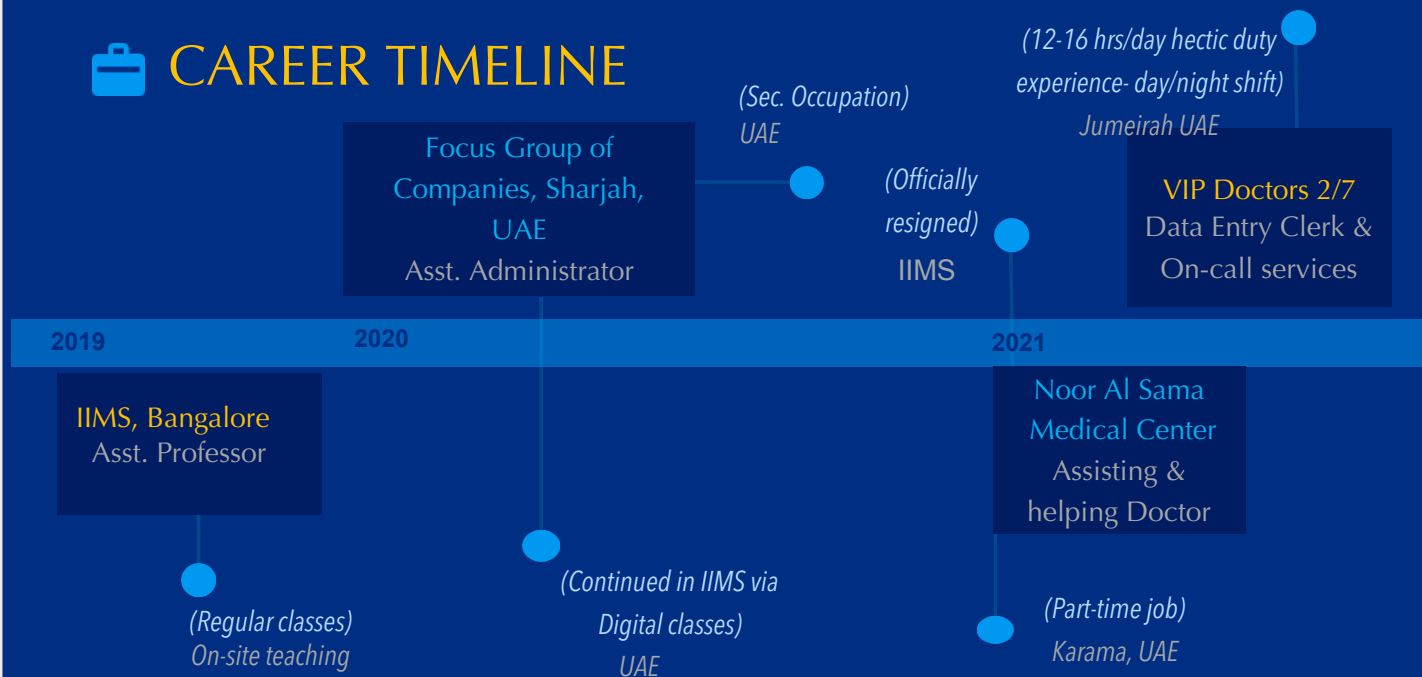
2016-19

**KURIAKOSE GREGORIOS
COLLEGE**

Bachelor of Arts in English
Language and Literature



CAREER TIMELINE



EXPERTISE



SKILLS

COMMUNICATION SKILLS



TIME MANAGEMENT



ACTIVE LISTENING SKILLS



COMPUTER KNOWLEDGE



LEADERSHIP QUALITY

