

NITHIN T S

ADMINISTRATION EXECUTIVE

To have an enriching career in an organization where I can utilize my skills and abilities to achieve professional growth and be part of a professional team that bears opportunities for career growth, learning and applying the knowledge equipped within the light of the organization's policies for its progress and development.



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ABUDHABI , UAE

23 September, 1992

Passport No U6906234

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WORK EXPERIENCE

Projection Associate

Al Hathaifa Modern Trading ENT.LLC

04/2019 - 04/2020

Star Cinemas

Oman

Achievements/Tasks

- Receiving and checking film DCP
- Loading the films onto the projector in the right order
- making sure the film runs smoothly through the projector checking that sound is operating properly
- sending on the film Dcp to other cinemas
- Looking after the projection equipment and organising services

Customer Service Executive

Tata consultancy Services

05/2016 - 12/2018

Thrissur

Passport seva project - One of the e-governance project of Govt of india

Achievements/Tasks

- To handle 1000 plus appointments in day today operations.
- Answer professionally to provide information about products and services.
- Document verification of passport application.
- Processing of passport application.
- Back end operation and Administration activities.
- File management and Cash handling activities.

Sales Development Manager

Hdfc Life

12/2014 - 06/2015

Hdfc Life Standard life Insurance Company

Thrissur

Achievements/Tasks

- Set and Monitor Team Sales Goals.
- Meet Personal Sales Goals.
- Facilitate Professional Development of Team.
- Provide Customer Service Support.
- Grow Sales Team.

EDUCATION

Bachelor of Commerce in Finance

University Of Calicut

02/2011 - 01/2014

Calicut

SKILLS

Clear communication skills

Prioritization and problem-solving

Organization and planning

Research and analysis

Attention to detail

Customer service

Leadership and Team management

Emotional Intelligence

Management and training

Ambition and a desire to succeed

PROJECTS

Passport seva project (05/2016 - 12/2018)

- One of the e-governance project of government of india

PROFESSIONAL CERTIFICATE

Professional Diploma in Network Engineering

Diploma in Financial Accounting

LANGUAGES

English



Malayalam



Tamil



INTERESTS

Traveling Around the World

Watching Movie

Listening Music

Yoga

Community Involvement

Playing Games