

AYSHA NITAL

PROJECT COORDINATOR



Contact Me

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Address
Al nud, Al qassimia sharjah,uae
Birth Date
Date: 30/03/1990

Languages

English, Hindi, Tamil, Malayalam

Skills

ms-office, Excel, word, c programming,
team player, project management.

Interest

reading, browsing, traveling

Summary

Having sustained a significant record of achievement to date now I am seeking an opportunity to work where I can enrich myself professionally with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner. A fast paced and rewarding organization like yours will give me an edge to demonstrate my skills and abilities while simultaneously contributing to the company's corporate values and goals.

Education

2008 - 2011
Calicut university
bsc computer science
2012 - 2012

Indian institute of business management
certification in project management
2012 - 2012

indian institute of business management
certificatiojn six sigma management

Experience

2011 - 2012
ipix solutions Pvt LTD
project coordinator
-Arranging staffing schedules for cashiers and administration team.
-Looking after a team of 6 Programmers and up to 20 full and part time customer service staff.
-Cooperate in determining benchmark figures for project implementation
-Cooperate in the development of the marketing strategy for the project.
-Manage project personnel responsible for implementation of the project tasks.
-Hand over project results, draw up final project report.
-Analyses and process the project experiences.
2012 - 2017

onyx infotech Pvt LTD
Hr- administration
-Handling external or internal communication or management systems. -Managing clerical or other administrative staff.
-Provides both clerical and administrative support.
-Involving with the coordination and implementation of office procedures.
-Frequently have responsibility for specific projects and tasks, in some cases, oversee and supervise the work of junior staff.

