PROFESSION PROFILE



**PERSONAL DETAILS:**

NAME : NISHA SATHYAN

SEX : Female

AGE & DATE OF BIRTH : 48years – 07/04/1972

MARITAL STATUS : Married

# Email : [Nisha.sathyan@gmail.com](mailto:Nisha.sathyan@gmail.com) , [nsdmd@yahoo.com](mailto:nsdmd@yahoo.com)

PERMANENT ADDRESS : Govindam, P.O.Moozhikkra

(Via) Tellicherry, Kerala, India

: (91) 490 2358455 ®

: Mobile : 9446951355 / 9526 624811

**EDUCATIONAL QUALIFICATION:**

1. - **ACADEMIC**:

BSc in Zoology in the year of 1993, from Pondicherry University

2 - **PROFESSIONAL: DIPLOMA IN COMPUTERIZED OFFICE MANAGEMENT.**

Have thorough knowledge in Computer (DOS & WINDOWS based applications such as MS OFFICE (Word, Excel, Power Point, Access), Internet & Email.

**EXPERIENCE:**

1 - Worked as an **Administrative Officer / Recruitment Consultant / Secretary**  in **ASMACS Gen. Trading and Contracting Co, Farwaniya, Kuwait** from 21.10.95 till Nov-2012

**RESPONSIBILITIES:**

**As Admin officer**

* Act as the main point of contact for visitors and callers, including reception duties.
* Provide general administrative support to the Chief Executive and staff team.
* Undertake general administrative duties including:
* General word processing.
* Filing, copying and faxing.
* Collation and distribution of minutes, reports and other documents.
* Dealing with incoming and outgoing mail and general emails.
* Ordering of equipment, materials and office supplies.
* Minute taking for Board, team meetings and other meetings as required.
* Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
* Administer the petty cash system and ensure appropriate record keeping.
* Prepare contracts for suppliers as advised.
* Assist in matters relating to marketing and publicity for the Company. Arrange meetings relating to the core operation of the Company.
* Arrange hospitality, purchase supplies to ensure the smooth running of the organisation on a day to day and as required basis.
* Maintain the central filing system, general database and archive.
* Coordination with Head office, branch office, associate offices and other departments like Personal, Administrative, Finance etc.
* Data entry, verification, make summery report, mobilization, & coordination with clients.
* Operation of all office devices like Computers, phone, Facsimiles, Scanner, Xerox and all other office machinery.

**As Recruitment Consultant**

* Sourcing candidates using job portals, existing database, advertisement & references according to client’s requirement.
* Screening the profiles suitable for the Company's requirements based on the salary offered, experiences in the industry, skills and assignments to be handled, forwarding resumes to concerned clients, lining – up of shortlisted candidates, follow-up of candidates for their final interviews & joining formalities, coordinating with clients & candidates etc.
* Highly proficient in using job portals like Naukri, Monster, Jobstreet, Timesjobs, Rigzone, jobs4hunt, for sourcing of profiles, job postings, resume management & mass-mailings etc.
* Handling complete overseas recruitment lifecycle for the professional (especially from oil and gas industries) right from screening of the profiles till the Joining of the candidates.
* Creating and Maintaining the Database for Tracking, measuring and monitoring the cv’s.
* Identifying "right candidate for the right job at right cost" for the hiring needs.
* Independent routine correspondence.
* Dealing with Overseas customers through Phone, emails, faxes and taking care of all their requirements.

**As A Translator**

* Worked as an English to Malayalam Translator with Healofy Pregnancy and Parenting Platform for Indian Moms
* Worked as an English to Malayalam Translator with Gurshabad a team of language experts providing cutting-edge language services like translation, transcription, interpretation, subtitling.
* Worked as an English to Malayalam Translator with Wistran Translation & Type setting Works

**LANGUAGE KNOWN:**

ENGLISH, HINDI, TAMIL & MALAYALAM

**Holding Valid Indian LMV License**

Date:07/09/2016

Place:Moozhikkara