



PROFILE

An enthusiastic person who is highly motivated and hard working. Have proven records of academic and managerial capabilities. Has the natural ability to work under pressure and manage the team towards achieving organizational goals. Would like to associate with an organization that provides me an opportunity to intensify my skills and to be a team leader who consistently operates towards excellence with my team.

CONTACT

- PHONE:
33488173
- EMAIL:
nimzmerin144@gmail.com

SKILLS:

- FAST LEARNER
- HARDWORKING
- GOOD INTERPERSONAL SKILLS
- EASILY ADAPT TO CULTURAL DIFFERENCES

NIMMY MERIN MATHEW

ADMINISTRATOR CUM HR MANAGER

EDUCATION

MASTER OF BUSINESS ADMINISTRATION: NIT- CALICUT, INDIA
2015-2017

Completed MBA in HR and Marketing with second rank from National Institute of Technology, one of the most prestigious institutions in India with a GPA of 9.12

BACHELOR OF TECHNOLOGY: KERALA UNIVERSITY, INDIA
2011-2015

Completed B. Tech in Electronics and communication from Mar Baselios College of engineering and technology, Trivandrum, Kerala with a GPA of 7.5

SECONDARY EDUCATION: CENTRAL BOARD OF SECONDARY EDUCATION (CBSE), INDIA
2011

Completed twelfth grade with specialisation in science and has secured 86.4 percentage.

2009
Completed tenth grade with 86.6 percentage.

WORK EXPERIENCE

ADMIN CUM HUMAN RESOURCE MANAGER: DOLPHIN MANPOWER CO WLL, BAHRAIN
(OCTOBER 2018-TILL NOW)

- managing the office operations and procedures.
- maintaining the petty cash
- managing basic accounting activities
- preparing and maintaining records and reports
- managing department related activities at the LMRA
(applying and cancelling visa, local transfers, gosi payments etc)
- motivating the team towards achieving organisational goals
- focusing on maintaining a good relation with the team and the management
- conducting weekly meetings
- recruiting new employees for the organisation
- providing induction for the new employees

DATE OF BIRTH

➤ 14/04/1993

PASSPORT DETAILS:

➤ PP NO R7281388
➤ PP EXPIRY DATE 28/01/2028
➤ NATIONALITY INDIAN

HOBBIES

➤ Travelling
➤ Singing
➤ Cooking

LANGUAGES KNOWN

➤ ENGLISH, MALAYALAM, HINDI

PRODUCT MANAGER: INSIGHTSE, RUBRIX ANALYTICS, COCHIN (JUNE 2017- DECEMBER 2017)

- preparing project deadlines and focusing on meeting them
- engaging in client meetings and making product presentations
- evaluating the product prototype
- conducting weekly meetings
- recruiting new employees to the team
- conducting induction for the new employees
- performance appraisal
- generating reports

MAJOR ACHIEVEMENTS

- served as the president of management association at school of management studies, nit calicut
- won first prize for the event 'best marketing team' in the fest organized by calicut university.
- won third prize for the event 'best marketing team' in the fest organized by kannur university.
- organized management events for tathva'15, tarang'16.
- selected by aicte to be trained on telecommunication systems.
- became gold certified engineer as per the training given by rttc.
- co - coordinated events at college fest.
- was awarded as the best outgoing student from Sabarigiri Senior Secondary School, Punalur

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge.

PLACE:

DATE:

SIGNATURE: