**CURRICULUM VITAE**

**B.NITHYA**

NO.93, BHAVANI AMMAN NAGAR,

AVADI – 600 055. MOB: 9884078423

**Working Experiences:**

* **Hindustan Unilever Ltd (2007-2009) :**

**Worked as Admin Assistant:**

Role :

* Editing & Inputting data’s received from the
* Making and handling calls, query’s from the customer.
* Placing customer demo to sale represented
* **ARIGNAR Anna Engineering College (2009 December – 2012 December):**

**Worked as Admin Assistant:**

Role:

* Maintaining the student’s documents including the mark sheets.
* Making calls to parent’s regarding the student’s absentees / semester marks.
* Updating and Maintaining student records as admin through MS Office.
* **Sugal Group (2013 February – October 2016) :**

**Worked as Admin Executive:**

**Role :**

* Maintain and update the camp details.
* Maintain Word document for draft.
* Take print out from the email attachment.
* Prepare power point presentation to jury members.
* Daily information are updated in facebook, twitter, WhatsApp when informed by Chairman.
* Uploading the photos, images in our Trust website.
* **Worked as Secretary to IAS Officers (Retd.):**

Role

* Typing the draft letter
* Drafting and maintaining business mails daily
* Updating Trust activities
* Maintaining excel, word, power point
* Taking Printouts
* Drafting mailers
* Maintaining files.
* Prepare travel plan
* Booking flight, train tickets ,cab etc.
* Preparing Brochures
* Maintaining and updating all Trust Activities.
* College and School attendance be received and updated in excel.
* College Students Semester Wise Marks are updated.

**SPECTRA STAR INC ( MAY 2017 –JUNE 2018)**

Role

* Drafting mailers
* Updating all the data in drive excel
* Uploading the images in now floats
* Maintaining files.
* Drafting and maintaining business mails daily
* Tracking the consignment details

Regular follow-up from dispatching the consignment and delivered status

* Raising invoice in Tally / Credit note / Debit note
* Preparing cheque/ receipts / BRS / purchase etc.
* Typing the draft letter
* Drafting and maintaining business mails daily
* Maintaining excel, word, power point, jpeg

**QUALIFICATIONS:**

UG: ST. THOMAS ARTS & SCIENCE COLLEGE:

B.Sc. (Computer Science) Passed out in 2007

10th& 12th: JAY HIND MATRICULATION HIGHER SECONDARY SCHOOL:

**OTHER QUALIFICATIONS:**

**COMPUTER COURSE:**

# Computer on Office Automation Course (COA), Ms Offices

**TYPE WRITING**:

# English Lower: Distinction

**PERSONAL DETAILS**:

Name : B. Nithya

DOB : 06/05/1985

Husband Name : M. Balaji

Languages Known : English, Tamil &Telugu

Email Id : nithyaa.nithyawinjay08@gmail.com

**(B.Nithya)**