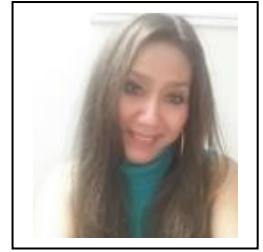


Nikita Sunil

Reception Cum Secretary

Mobile: +97158 9281980

E-mail: nikitsunil01@gmail.com



PERSONAL DETAILS

Date of Birth: 10th January 1967
Marital Status: Married
Availability: Immediate (Currently on Visit Visa)

SUMMARY & PROFILE

Multi-skilled, self-motivated professional with a combination of sales, customer service and office management experience. Ability to manage high call volume switchboards, cash handling experience, Strong customer service and leadership skills. Advance experience in supporting office administration. Looking forward to work in a company where I can consistently contribute towards the business success of the organization.

EDUCATIONAL HISTORY

- Higher Secondary School from National College of Commerce in 1987
- MS Office Professional Certification from Professional Kreative Computer Training Institute, Mumbai.

PROFESSIONAL EXPERIENCE

Reliance Nippon Insurance, Mumbai, India.
Receptionist cum Admin. Assistant

2016 – Present

Reliance Nippon Life Insurance Company is one of the life insurance companies in India. Reliance Nippon Life Insurance Company is amongst the leading private sector life insurance companies in India in terms of individual WRP (weighted received premium) and new business WRP. The company is one of the largest non-bank supported private life insurers with over 10 million policyholders, a strong distribution network of 717 branches and 63,016 advisors as on March 31, 2020.

Job Profile includes but not limited to:

- Front Desk assistance, including answering Front Desk phones, responding to walk-in visitors, and issuing employee/contractor/ visitor.
- General administrative duties including, but not limited to, miscellaneous administrative support, ordering of departmental supplies, booking travel arrangements, maintaining central files.
- Provide administrative and general support to all members of the management team and Departments.
- Assist in the coordination of office or company events.
- Receive and direct multiple incoming telephone calls on a multi -line telephone system.
- Greet and direct visitors and adhere to customer security / badge requirements.
- Set-up/maintain files and record management.
- Responsible for conference room scheduling and meeting set up.

Kaid Auditing LLC, Dubai, UAE.
Receptionist cum Secretary

2003 – 2008

KAID Auditing provides quality services and a range of accounting services in Dubai & UAE.MEC LLC. Kaid Auditing Co. has served clients in just about any industry over 30+ years and have considerable experience in various areas. They have specialized knowledge in a variety of industries including Construction and supporting trades, Consulting, Distribution and Wholesale, Engineering and Architecture, Financial Services, Franchising, Healthcare, Hospitality & Restaurants, Legal Services, Manufacturing, Real estate, Retail, Transportation, and Family-owned businesses.

Job Profile includes but not limited to:

- Front Desk assistance, including answering Front Desk phones, responding to walk-in visitors, and issuing employee/contractor/ visitor.
- General administrative duties including, but not limited to, miscellaneous administrative support, ordering of departmental supplies, booking travel arrangements, updating communication boards, maintaining central files, administering access cards and photos, maintaining certificates of insurance.
- Financial/budgetary responsibilities including but not limited to the processing of invoices, data entry and tracking of department expenses, acting as point of contact with accounts payable and for vendor issues related to invoices, tracking of costs and purchase orders, issuance of PO numbers.
- Provide administrative and general support to all members of the management team and Departments.
- Assist in the coordination of office or company events.
- Receive and direct multiple incoming telephone calls on a multi -line telephone system.
- Greet and direct visitors and adhere to customer security / badge requirements.
- Set-up/maintain files and record management.
- Responsible for conference room scheduling and meeting set up.

**Ramzan Karim Shipping Services Pvt. Ltd. - Mumbai, Maharashtra.
Receptionist cum Secretary**

1990 – 1994

Ramzan Karim Shipping Service Pvt. Ltd. was instituted in 1987 in Mumba, when the wheel was steered for the first time. From there it has cruised steadily and indubitably to become one of the best and leading Freight Forwarding companies and corporate dynamism to all its clients. Ramzan Karim Shipping Services offers simple yet, economical and superior logistics solutions to its clients, through an extensive network around the world.

**Maharashtra Tubes – Mumbai, Maharashtra.
Receptionist**

1989 – 1990

**M/S Computer Center – Mumbai, Maharashtra.
Sales Executive**

1988 – 1989

KEY COMPETENCIES

- Ability to perform duties with minimal supervision.
- Demonstrate business maturity and professionalism.
- Ability to identify and set targets and thereby work independently or as a team to achieve desired outcomes.
- Demonstrate excellent Customer service and communication skills
- Demonstrate ability to manage multiple tasks.

IT & SOFTWARE SKILLS

- Good Knowledge of MS Office.