



Nithila M.

Highly motivated and detail-oriented finance and administration professional with over two years of experience in branch banking and hospital administration. Proficient in managing client relations, financial records, and administrative operations. Adept at coordinating complex tasks in high-pressure environments while ensuring compliance with institutional policies and regulations. Certified in Mutual Fund Distribution (NISM) and highly skilled in Microsoft Office Suite, including advanced Excel, Word, and PowerPoint functionalities. A proactive problem-solver with excellent communication and leadership skills, capable of fostering strong relationships with clients, colleagues, and upper management. Seeking to leverage my expertise in financial management, customer service, and operational efficiency to contribute meaningfully to a forward-thinking organisation.

Contact

✉ nithilamini1999@gmail.com

☎ 00971581905605
+97333028659

📍 KVK -1, Al Hidd, Bahrain

Technical Skills

- Advanced MS Excel
- MS Office Suite (Word, PowerPoint, Outlook)
- Data Entry and Financial Reporting
- Customer Relationship Management (CRM)
- Financial Transaction Monitoring
- Cash Flow Management
- Business Development Strategies
- Team Coordination
- Office Management Systems
- Budgeting and Bookkeeping

Soft Skills

- Strong Communication Skills
- Leadership and Team Management
- Analytical Thinking
- Problem-Solving Abilities
- Multitasking and Time Management
- Customer Service Orientation
- Attention to Detail
- Adaptability and Flexibility
- Interpersonal Skills
- Result-Driven Mindset

EXPERIENCE

Accounts Clerk with Admin

GRP Trading LLC, Nooral Butina, Rolla Sharjah

Aug 2022 - Present

- Coordinate office activities and ensure smooth operations in compliance with company policies.
- Supervise administrative staff and assign tasks to optimize performance and productivity.
- Manage travel arrangements, schedules, and appointments for upper management.
- Handle incoming phone calls, emails, and correspondence efficiently.
- Support the budgeting process and assist in maintaining accurate bookkeeping records.
- Oversee office supplies and manage administrative documentation to ensure operational efficiency.

Branch Banking Executive

Bandhan Bank Ltd., Thiruvalla, Kerala

Feb 2020 – feb 2022

- Acquired new clients and strengthened relationships with existing customers through personalized banking solutions.
- Managed day-to-day branch transactions, including deposits, withdrawals, and loan repayments.
- Successfully met and exceeded monthly sales targets by cross-selling banking products and services.
- Provided exceptional customer service, resolving inquiries and issues in a timely manner.
- Ensured regulatory compliance in all branch operations, safeguarding financial integrity.

Hospital Administrative Assistant

Sunrise Hospital

8 Months

- Coordinated day-to-day administrative activities, ensuring seamless hospital operations.
- Managed the hospital's inventory and office supplies, maintaining adequate stock levels.
- Supervised administrative staff, ensuring timely task completion and operational efficiency.
- Assisted upper management with scheduling, travel arrangements, and communication.
- Handled internal and external correspondence, ensuring clear communication between departments.

Languages

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Fluent)
- Tamil (Fluent)

Personal Details

Nationality: Indian

Date of Birth: 03.03.1999

Marital Status: Married

Passport Details

Passport No: U9717978

Date of Issue: 22/02/2021

Date of Expiry: 21/02/2031

EDUCATION

Post Graduate Diploma in Business Management (PGDBM)

TimesPro, Cochin, India | Jan 2020

Bachelor of Commerce (Travel & Tourism)

T.K.M.M College, Alappuzha, India | Mar 2019

Plus Two (Higher Secondary Education)

GVHSS, Chunakkara, Alappuzha, India | Mar 2016

Secondary School Leaving Certificate (S.S.L.C)

GVHSS, Chunakkara, Alappuzha, India | Mar 2014

CERTIFICATION

NISM Certification (Mutual Fund Distribution)

Issued by the National Institute of Securities Markets

Date of Certification: January 2020

Location: Ernakulam, Kerala, India

Dear Hiring Manager,

I am writing to express my interest to work with your esteemed organisation. With over two years of experience in branch banking and hospital administration, I have developed a solid foundation in customer relationship management, financial operations, and administrative coordination. My hands-on experience in managing financial transactions, customer service, and business development activities has equipped me with the ability to contribute effectively to your team.

I hold a PGDM and a B.Com degree, along with a certification in Mutual Fund Distribution (NISM). I possess advanced technical skills in MS Office, Excel, and CRM systems, which enable me to efficiently manage financial records and support office administration. My strong communication skills, leadership abilities, and attention to detail have consistently driven me to exceed expectations and deliver results.

I am confident that my background, coupled with my passion for learning and improving, will make me a valuable asset to your organisation. I am eager to contribute to the success of your company and would welcome the opportunity to discuss how my skills align with your needs. I am available for an interview at your convenience and can be reached via phone at +971581905605 or by email at nithilamini1999@gmail.com.

Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely,
Nithila M.