

PERSONAL INFORMATION

- ✉ **Email**
nithyashanthinimasilamani@gmail.com
- 📞 **Mobile**
(+91) 8939699430
- 📁 **Total work experience**
8 Years 4 Months

KEY SKILLS

Operations

Client Relationship

Client Servicing

Front Office and Administration

Recruitment

Customer Retention

Administration

Petty Cash Management

OTHER PERSONAL DETAILS

City Bengaluru

Country INDIA

LANGUAGES

- English
- Tamil
- Hindi

Nithya Shanthini

Delivery Manager

PROFILE SUMMARY

8 years of experience in administration, recruitment and client relationship.

EDUCATION

2001 B.Com
Madras University

WORK EXPERIENCE

May 2007 - Jan 2010 Delivery Manager
JobsDB

- Interacting with the clients for requirements.
- Understanding their industry and analysing the market.
- Creating job posts in various platforms.
- Responsible for the complete screening of the candidate's profile including preliminary interviews.
- Team handling and responsible to achieve the target assigned.
- Supporting admin and facilities.
- Organising employee events.

Jan 2006 - Apr 2007

Deputy Manager

Armada

- Handling recruitments from clients.
- Meeting them to understand their requirements.
- Deriving job descriptions and posting jobs in various sites.
- Responsible for sourcing prospective candidates and handling initial level screening.
- Servicing the clients for immediate finalising of the candidate.
- Conducting mass recruitment drive.
- Deputed with clients to handle major recruitment process.

Oct 2004 - Dec 2005

Telemarketing Executive

JobsDB

- Handling sales calls.
- Follow up with the clients for the payments.
- Preparing reports.

Jun 2001 - Sep 2004

Administration Executive

Olive Institute of Technology

- Handling front office and administration.
- Meeting the the candidates for enrollment.
- Scheduling the classes.
- Co-ordinating with the faculties and students.
- Attending the vendor.
- Ensuring the office and class supplies.
- Handling fees payments and petty cash.
- Attendance and preparing reports.
- Maintaining library and study materials.