

C.NANCY ANDHIREA



About Me

To establish my career independently in the field of Organization with excellent professional skills with interest and to improve my skills in the field and to the growth of organization in a progressive , challenging and dynamic manner

Contact



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COIMBATORE 641008

Language

- English
- Telugu
- Hindi
- Malayalam
- Tamil



Education

(2006)

S.S.L.C

Holy Cross Girls Higher Secondary School,
Trichy

(2008)

HSC

Private

(2013)

DIPLOMA IN GENERAL NURSING AND MIDWIFERY

AELC School of Nursing, Chirala, Andhra
Pradesh.

PERSONAL PROFILE

Father's Name : M. Charles Baskaran

Husband name : C.Mohansingh Isaac

Date of Birth : 26-06-1990

Gender : Female

Nationality : Indian

Marital status : Married

Mother tongue : Tamil

Religion : Christian

EXPERIENCE (10+)

(Apr2013 -May2017) - 4 yr 2Months

MICU STAFF NURSE

CARE HOSPITALS,

The Institute of Medical Science, Banjara hills, Hyderabad

Role:

- Treating patients, administering medication, maintaining patient records, diagnosing and testing patients and operating medical equipment
- Supervising other staff: Staff nurses oversee and guide the work of other nursing and support staff

(Aug2017 - Mar2018) - 8 Months

CTICU STAFF NURSE

APOLLO SUPER SPECIALITY HOSPITAL,
TRICHY , Tamilnadu.

Role:

- Empathy: Staff nurses need to have an empathetic attitude towards patient service.
- Dedication: Staff nurses need to be dedicated to patient safety and quality of healthcare.

(Aug 2018 - June 2024) - 5 yr 11 Months

ADMINISTRATOR & DIGITAL MARKETING ANALYST

SHINE ONLINE SERVICE,
COIMBATORE, Tamilnadu.

Role:

- **Office Administration**

Ensuring the office runs smoothly and efficiently , Ensuring office supplies are available when needed Handling correspondence, scheduling appointments, and preparing documents

- **Cash Handeling**

Calculate cash deposits and prepare them for the bank , Count cash in registers at the beginning and end of each day, and audit registers to check their balances ,Store cash in a secure location until it can be deposited.

- **Customer Support**

Taking notes, relaying messages, and gathering and sorting customer information , Keeping the customer database maintained and updated , Keeping a record of all the sales calls and notes of useful information

- **Managing correspondence**

This can include sorting, tracking, and managing correspondence with clients.
This can include capturing incoming paper-based and digital correspondence.

- **Maintaining filing systems Organizing meetings, scheduling appointments**

A filing system can include managing client files and database entries.
Good organizational skills include scheduling appointments, updating calendars, filing documents, and taking detailed notes.

- **Purchase and sales**

Purchasing managers need to ensure that suppliers and employees follow company policies and laws . Top sales performers need to be able to negotiate effectively to find common ground and close deals. Salespeople need to be able to communicate well with customers at every stage, from prospecting to negotiating contracts

- **Social Media Handeling**

keep up with the latest social media trends and platform algorithm changes.
Social media managers interact with customers and other stakeholders on social media. They can also address customer queries, feedback, and complaints.
develop campaigns, set goals, and plan content to promote a company's products or services.

- **Advertising and Promotion Social Media**

Social media advertising associates monitor advertising trends and industry best practices. They also collaborate with data management, data science, and product teams for continuous product improvement.
Social media professionals should have analytical and multitasking skills.
Contributes to the marketing strategy by leveraging social media to identify and acquire customers. Develops social media marketing plans and programs for each product and directs promotional support. Maintains online relations with customers by organizing and developing specific customer-relations programs.
