

Nisha Mol Melthara Shaji

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PROFESSIONAL SUMMARY

Dedicated and enthusiastic professional with 2+ years of experience in Business Management. Exceptional communication and negotiation skills, demonstrated through successful contract negotiations, client presentations, and effective relationship management.

WORK HISTORY

Machine Operator/Assembler

Polycon Industries, Guelph, ON

June 2024- Sep 2024

- Performs, maintains and records all line clearance and cleaning automobile parts as per the standard and safety.
- Packing the products as per quality standards in bins and cartons and making them ready for shipment.
- Operating machine as per GMP and inspecting parts for further defects identification.
- Final Inspection of produced parts for final dispatching.

Talent Acquisition/Recruiter

SS Consulting, India

Jan 2022- Nov 2022

- Identifying new talents and contacting them through different methods like calling, LinkedIn, texting and mailing to give them a clear idea about the opportunities.
- Conducting follow ups with the candidates to ensure about the ongoing onboarding process and also about the decisions made on their profile.
- Posting articles and new opportunities on social media and LinkedIn profile to increase the talent hiring by 50 % .
- Creating surveys and presentation for better understanding on the company needs and requirements .

Support Analyst

Tia Tech , India

April 2020 – Jan 2022

- Identifying the market needs and increasing the new leads through various methods like calling, chatting, mailing and in person meeting.
- Using Salesforce to track the customer needs and relation to build up a better relationship with customers and attract new customers.
- Maintained accurate records of client interactions and sales activities using CRM software, facilitating effective sales pipeline management and forecasting.
- Managed and recorded technical issues, making sure they were appropriately categorized, given top priority, and escalated when necessary.
- Proven track record of initiating calling techniques to increase the sales by 30 %..
- Participated in analysis of the market to determine consumer demands, competitor trends, and trends in the market.