

SANDHYA T V

OBJECTIVE

Aspire to serve a reputed organization with sincerity & determination, to succeed with sound professional knowledge & creativeness, and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

PROFESSIONAL EXPERIENCE

Administrative assistant

Gulf Light Tech Cont. LLC, Sharjah, UAE

Nov 2020- Aug 2021

Job Description:

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Submit and reconcile expense reports

Billing Staff

Bharath Sanchar Nigam Ltd, Sub Divisional Office, Kerala, India

Job Description:

- Managing account balances to discover outstanding debts or other inconsistencies.
- Collecting all information needed to calculate bills receivable.
- Checking the data input in the accounting system to ensure accuracy of final bill.

Clerical Assistant

Department of Agriculture, Kerala, India

Job Description:

- Sorting and distributing the daily mail, sending out bills, and arranging pickups for packages.
- Using office equipment to check emails, send faxes, make copies, and update computer databases.
- Typing forms, correspondence, memos, and other materials.
- Sorting, filing, and maintaining filing systems for efficient recordkeeping and easy retrieval.

Customer Care Executive

Reliance Web World, Kerala, India

Job Description:

- Manage large amounts of incoming phone calls.
- Generate sales leads.
- Identify and assess customers' needs to achieve satisfaction.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.

ACADEMIC QUALIFICATIONS

- **BA Economics**
Calicut University, Kerala, India
- **Higher Secondary**
Kerala State Board of Education
- **JDC (Junior Diploma in Co-operation)**



CONTACT INFORMATION

Mobile

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Email

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Address

Dubai, UAE

SKILLS

- Ability to work well in a team and independently.
- Effective communication and comprehension skills.
- Strong analytical, problem solving, decision making and organizational skill.
- Adapt to change and remain focused on objectives even in high pressure situations.
- Quick Learner and good time management.
- Very presentable, flexible and open minded.
- Ability to deal with people diplomatically, team building and supervisory skill
- Ability to deal with administrative duties competently.
- Professional attitude

SOFTWARE SKILLS

- **DCA (Diploma in Computer Application)**
- **BPO (Business Process Outsourcing)**

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL INFO

- Nationality : Indian
- Marital Status : Single
- Visa Status : Visit Visa

REFERENCE

Provided upon request