



JASHITHA SAKEER

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00971 50 1275472

Skills

Executive & Administrative Support.
Meeting & Event planning. Office
Management. Training & Supervision.
Customer Relations & Communications.
Records Management. MS Office (Word
& Excel)

Language

English
Hindi
Malayalam

Personal Details

Date of Birth : 09-10-1982
Marital Status : Married
Nationality : Indian
Passport No : U8614878
Visa status: : Visit visa

Objective

Executive Secretary with 3+ years of experience in international procurement of materials (identifying requirements, sourcing & closing contracts.) Possess a BA in English & Certified Executive secretary program (Newyork institute of Business studies). Expertise in Microsoft Excell . To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

Alison commercial supplies FZE Sharjah . UAE

October -2018

Executive secretary (work from Kerala)

- November-
2011

- * Reading & analysing incoming emails .
- * Finding prices & availabilities of various products from UAE distributors and direct factories via emails.
- * Preparing & sending sales quotations to customers.
- * Receiving purchase orders via email.
- * Mailing Local purchase orders to suppliers .
- * Ordering products from foriegn sites like Germany, Italy, USA etc.
- * Assisting admins by coordinating purchase & sales.
- * Guiding & leading co-workers in their duties.

KMM English School Prumbadappa(CBSE)

01-06-2014 -

English Teacher

31-03-2017

- * Maintained discipline in the classroom .
- * Simplify lesson plans in line with curriculum objectives and assist students to prepare for examination.
- *Assessed and looked after students' progress throughout the term.
- * Established a good rapport with other staffs to plan and coordinate work efficiently.
- *Trained four new English teachers as a HOD.
- *Assisted & co-ordinated the students in co- curricular activities (School sports & Arts) as one of the house captains of school.

○	MVM Residential Higher School, valayamkulam Teacher	01-06-2013 - 31-03-2014
	<ul style="list-style-type: none"> *Adopted distinctive teaching methodologies. * Organized healthy group discussions and mentored trouble students. *Developed and delivered value based lessons to students. *Provided support to students who require extra guidance. *Worked closely with other teachers to ensure all avenues of the curriculum are delivered to the students. * Maintained a good relationship with parents. 	
○	Al Noor Indian Islamic School-Abu Dhabi Teacher	01-06-2011 - 31-03-2012
	<ul style="list-style-type: none"> * Executed timely follow up of the students' academic progress and prepared reports about the students in monthly basis. *Graded term & monthly Examination. 	

Education

○	Newyork institute of business studies Certified Exicutive secretary	2010
○	University of Calicut BA English	2016
○	Board of Higher Secondary Examination Plus two First class	1998-2000
○	Board of Public Examination- kerala SSLC First class	1998
○	Board of Public Examination - Kerala TTC Second Class	2002 - 2004
○	IRS Vadakkekadu Microsoft office	