

RAJASREE K

Dubai

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WORK EXPERIENCE

- **Front Office Manager, Safari Hyper market Sharjah, Sharjah, United Arab Emirates**(Oct 2018 to Present)
- **Secretary to CEO, CMS Computers Ltd, Delhi , Delhi, India**(Apr 2014 to Sep 2018)
- **Admin Officer, Pioneer Erectors Inc, Delhi , , India**(Jan 2005 to Mar 2014)

EDUCATIONAL BACKGROUND

- **Anna Malai University, , MBA, 0,**
- **Kerala University, , Bcom, 0,**

SKILLS

- **record keeping**
- **inventory management**
- **secretarial support**
- **ms office**
- **office management**
- **time management**
- **vendor management**
- **customer relations**
- **epabx**

PERSONAL BACKGROUND

° **Birthday:** - 1990-01-31