SOJA M G

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**SUMMARY STATEMENT**

I am enthusiastic about transitioning into roles including, but not limited to Sales/Logistic coordination, customer support, procurement support or office administration, leveraging my organizational prowess and attention to detail.

Currently positioned in Abu Dhabi, United Arab Emirates, I aim to contribute effectively while also honing my skills through collaboration and professional development opportunities.

***Multi-faceted executive with expertise in:***

Crystal Physics | XRD | DFT Studies |

**EDUCATION**

**Master of Science in Physics,** University of Kerala **May 2023**

*Grade A*

**Bachelor of Science in Physics,** University of Kerala **May 2021**

*Grade A*

**Higher Secondary,** Kerala **May 2018**

*93.5%*

**SKILLS AND COMPUTER LITERACY**

|  |  |  |
| --- | --- | --- |
| **SKILLS** |  |  |
| * Multi-tasking
 | * Interpersonal skills
 | * Scheduling skills
 |
| * Data entry
 | * Problem Solving
 | * Correspondence
 |
| * Telephone etiquettes
 | * Filing and organizing
 | * Customer service
 |
| * Quick learner
 | * Time management
 | * Teamwork
 |
|  |  |  |
| **COMPUTER LITERACY**  |  |  |
| * MS WORD
 | * MS EXCEL
 | * MS OUTLOOK
 |
| * Online Research
 | * Document Creation (Typing/ DTP/ Presentation Creation)
 |
| * Online Correspondence
 |  |

**LANGUAGE SKILLS**

|  |  |
| --- | --- |
| **Language** | **Proficiency** |
| * **Malayalam**
 |  Native (Mother Tongue) |
| * **English**
 |  Professional Proficiency |
| * **Tamil**
 |  Intermediate Proficiency |
| * **Hindi**
 |  Intermediate Proficiency |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| * **Date of Birth**
 | 26 June, 2000 |
| * **Marital Status**
 | Single |
| * **Nationality**
 | Indian |
| * **Visa Status**
 | On Visit Visa (Valid till 23rd May, 2024) |
| * **Availability**
 | Immediate |
| * **Preferred Location**
 | Willing to relocate within UAE |