SOJA M G

 🕿 +971-56-655-1690 | 🖂 [sojamg2018@gmail.com](mailto:sojamg2018@gmail.com) | Abu Dhabi, UAE

**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 |