

# SUJITHS PILLAI

Bangalore - Karnataka

Email: sujithp1985@gmail.com

Phone: +919823811767

## WORK EXPERIENCE

- **Executive Assistant, Admin and HR support to Co-Founder , Acronotics Private Limited,** Bangalore, India(Feb 2021 to Jul 2021)
- **Business, Family Business, Kerala, India**(Aug 2015 to Mar 2019)
- **Executive Assistant to Managing Director & General Manager , Al-Mutawaa Trading Company L.L.C, (Division of M/s Suhail Bahwan Group Holdings), Muscat, Oman**(Sep 2013 to Jun 2015)
- **Personal Assistant to Admin. & Human Resource Manager , Awal Refrigeration & Air Conditioning Limited, Baharain, Bahrain**(Aug 2012 to Feb 2013)
- **Personal Assistant to Chief Executive Officer, Essar Information Technology Limited,** Mumbai, India(Mar 2010 to Jan 2012)
- **Admin Executive to Administration Manager , Contract Advertising (I) Pvt. Ltd, Mumbai, India**(Mar 2008 to Apr 2009)

## EDUCATIONAL BACKGROUND

- **Sikkim Manipal University, Mumbai, Bachelors of Commerce, 2012, Commerce**

## SKILLS

- **adaptability**
- **administrative skills**
- **active listening**
- **teamwork skills**
- **excellent time management skills**
- **email management**
- **calendar management**
- **travel management**

- meeting management

## PERSONAL BACKGROUND

- **Birthday:** - 1985-08-30