

# Sandhya.V.Pillai



## Contact

### Address:

Dubai, United Arab Emirates

### Phone:

+971-544275759

### Email:

[svpillai2007@gmail.com](mailto:svpillai2007@gmail.com)

### WhatsApp:

+91 94460 71624

## Languages

English, Hindi, Malayalam, Tamil

## Hobbies

Watching Movies & television channel news, surfing, chatting, listening music.

## Personal Competencies

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organized with a creative flair
- Enthusiastic self-starter
- Flexible in working environment

## Summary

A Master Degree with more than 15 years of experience with multi tasks in Administrator /Secretarial/ Librarian/Marketing. I am proficient in a variety of software including programs for office administration. Competent in prioritizing, organizing and working with little supervision.

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

## Experience

### Sales executive (Live)

#### AMR corporate Service Provider, Dubai

- Direct contact with partners and customers.
- Advisory and consulting of services i.e., Business Setup, PRO services, Legal Assistance, Insurance, Travel & Tourism, Visa Services, Certificate Attestation, Translation, etc. for Clients
- Updating and maintaining New Authority Rules and regulations.
- Establishing new business.
- Follow up, post-sale service and conflict resolution.
- Planning / Attending seminars and trainings.

### Administrative Officer

#### ICICI Prudential Mutual Fund, Trivandrum, Kerala

- Related administrative duties.
- Evaluate credit and collateral files.
- Document and organize all financial transactions.
- Gather, compile and file reports for the management.
- Screen, refer and respond to inbound calls and incoming mails.
- Evaluate proposals and submit for approval.
- Maintain all documentation with corrected deficiencies.
- Maintain all records of payments and update

### Administrator cum Secretary

#### Heather Homes Pvt Ltd, Trivandrum, Kerala

- Complete paperwork for all real estate transactions
- Monitor deadlines and provide notices to appropriate parties.
- Produce all marketing materials including brochures, flyers, online marketing, social media posts, etc..
- Compile and distribute weekly/monthly reports
- Maintaining Schedules and arranging appointments
- handling correspondences and reports

## Education

**Ph.D.:** Library and Information Science (Doing)  
University, Coimbatore

**Master Degree:** Library and Information Science – 2005  
M.S University, Tirunelveli

**Bachelor Degree:** Communicative English – 2002  
S.N college, Punalur, Kerala

## Additional Qualification

Hindi Sahithyacharya: 2003

## Career Achievements

**Library Science Refresher**

**Course:** Academic Staff College,  
University of Kerala

## Published International Articles

- Glimpses of Consumer Behavior towards 2020 ISBN 9789384743253
- International Journal of Management Focus ISSN 2250-2971
- International Journal of Development Research ISSN 2230-9926

**IT:** Word, Excel, PowerPoint, Windows

## Personal Details

Date of Birth : 28-05-1981

Marital status : Married

Passport No. : U8421691

**Sales Coordinator, Hindustan Lever Limited,**  
Trivandrum, Kerala

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets.

**Administrator, DCSMAT,**  
Trivandrum

- Welcoming, courteous and efficient reception service for students, visitors etc.
- Implement booking-in arrangements for all visitors and contractors in accordance with agreed College procedures.
- Respond to enquiries from personal callers and direct students and visitors to appropriate locations.
- Receive, record and pass on enquiries to the appropriate person in a timely, efficient and courteous manner.
- Receipt and distribution of forms/leaflets and other information to students, staff and visitors, as required.
- Selecting, developing, cataloguing and classifying library resources
- Coordinate with departmental staff, external organisations and suppliers
- Ordering and taking stock of office supplies.

**Administrator, Kran Consulting Pvt Ltd,**  
Peroorkada, Trivandrum, Kerala

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

**Library Science Lecturer, Ettumanoorappan College,** Ettumanoor,  
kottayam (Dist) Kerala

- Teach Courses in Library Science
- Evaluate and grade students' class work, assignments, and papers
- Plan, evaluate, course content, course materials and methods of study

**Teacher, Sabarigiri Residential School,**  
Punalur, Kerala

- Teaching English Subject to High School Students