



Sajana Shiju

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ABOUT ME!

As an ambitious and hardworking individual, who aspires to grow with the organization. I am often recognized for my commitment and abilities by friends and mentors alike.

One of the very strong suits I bring is that I am very passionate about most things I am involved in.

I tackle every challenge with the utmost passion and dedication. I have always been a fast learner and showed a strong edge in thinking out of the box.

EXPERIENCE - I

UTS CARRIER LLC ABU DHABI - UAE

DOCUMENT CONTROLLER & ASSISTANT SALES COORDINATOR

- Responsible for the establishment of Document Control Procedure. The document control procedure shall include drawing schedule control procedure, document submittal and receipt procedure, secrecy observation procedure, document status indication procedure etc.
- Preparation of all technical submissions. Ensure all submissions are submitted in timely manner, appropriate approval/rejection are obtained and formally recorded and that changes and revisions are managed as part of document control process.
- Keep track of all document's correspondences and transaction. Maintain and update all document registers
- Monitor and update any change and modification to the technical documents, Highlight any deviation to Engineering manager for attention
- Generate the various document control reports as required.
- Typing of all correspondence, site documents, and follow up of all the site needs
- Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
- Preparation of receipt vouchers to customers and cheque collection.
- Daily office administration works
- Preparation of Handing over documents as per customer requirements
- Issuing Warranty Certificate to customers as per requirements
- Chiller Startup preparations
- Preparation of BIS approvals for approvals

EXPERIENCE – II

CUSTOMER SERVICE REPRESENTATIVE

**G4S SECURE
SOLUTIONS
DUBAI- UAE**

- Welcoming customers in a warm, enthusiastic and professional manner
- Responsible for overseeing the day to day running of office
- Coordinate office activities and operations to secure efficiency and compliance to office policies
- To monitor the number of visitors coming into the office and giving visitors pass and directing concerned departments
- Customer contact and interaction to address their concerns, answer their questions and assist them with their needs.

EXPERIENCE – III

ADMINISTRATIVE ASSISTANT CUM DATA ENTRY OPERATOR

**VIKRAM
SARABHAI
SPACE CENTRE
(VSSC/ISRO)
TRIVANDRUM
INDIA**

- Data Entry (Typing speed and accuracy, data by inputting text based and numerical information from source documents within time limits - Excellent knowledge of correct spelling, grammar and punctuation)
- Secretarial assistance and Office support (Keeping information's confidential manner composing and preparing correspondence)
- Scanning documents and keeping soft copies
- Air Travel ticket booking
- Vehicle and accommodation arrangements through phone and e-mail
- Meeting call letters preparation and minute's preparation
- Preparation of Meeting Presentation's
- Filing documents
- Administrative support
- Handling post office mails
- Using PC, fax, scanner, photocopy
- Managing office supplies
- Handling visitors
- Maintain stationery inventory & record Stock levels
- Public relations task
- Process incoming and outgoing mail

EDUCATION QUALIFICATION

- OFFICE SECRETARY SHIP – OSS (VHSE Commerce)
2006 City School VHSE, Trivandrum, Kerala, India
- Secondary School Leaving Certificate (SSLC)
2004 Govt. High School Vattiyoorkavu, Trivandrum, Kerala, India
- B.Com Commerce
2009 Kerala University, India

COMPUTER SKILLS

- Diploma in computer applications (DCA)
- MS Office - Microsoft Word, Excel, Power Point
- Proficient knowledge of e-mail and Internet operations
- Typing Speed 40 WPM

PERSONAL STRENGTH

- Sincere, confident and punctual
- Always willing to learn and develop new skills
- Ability to easily adapt to any environment
- Can work under stressful conditions

PERSONAL DETAILS

Date of Birth	06-December-1988
Nationality	Indian
Marital Status	Married
Visa Status	Employment Visa (Transferrable)
Languages	English, Malayalam, Tamil & Hindi
Hobbies/Interest	Reading, Cooking & Listening Music

DECLARATION:

I hereby declare that all the above information furnished about me is true to the best of my knowledge and belief and I will be responsible for any discrepancy.

Place: Abu Dhabi, UAE

Sd/-
Sajana Shiju