

# JIJI SAJAN



## Contact

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## ACADEMIC PROFILE:

**B-Tech** in Electronics & Communication Engineering  
(Calicut University 2007)

**Diploma** in Electronics & Communication Engineering  
(Board of Technical Education, India, 2001)

## LANGUAGES:

English  
Hindi  
Malayalam  
Tamil

**VISA STAUTS:**  
Husband Sponsorship

## Summary

An engineering professional with 6+ years of impressive experience as a Sales Coordinator /Assistant Admin field possessing allied exposure in electronics & telecommunication engineering with basic knowledge in ELV systems and administration.

## Skill Highlights

Electronics and Communication Engineering	Basic knowledge in ELV System
Coordination & development resolving customer complaints/queries standardized policies and procedure	Leadership, Team Building, Motivation, Communication, Ability to work under pressure, MS Office, AutoCAD
	Analytical Ability, Critical Thinking
	Decision Making & Problem Solving, Time Management

## Experience

**SALES COORDINATOR / ASSISTANT ADMIN OFFICER AL SAADAH MEDICAL EQUIPMENTS & SUPPLIES LLC, AUH & SHJ Br. Aug 2009-Present**

- To ensure the effective and efficient delivery of all technical aspects of the company.
- Invoicing, DO making, Preparing Quotations, Monthly reports, Accounts, Preparing LPO, Filing etc.
- Contribute to the planning, development, control, testing and maintenance of resources and systems and equipment.
- Undertake equipment maintenance and security, using outside contractors when necessary and lead team in working technical issues.

**OFFICE CLERK Indian Embassy, Abu Dhabi Feb 2009-May 2009**

- Has a full range of clerical duties requested for the processing of immigrant and diversity visa / Passport application and passport printing
- Thoroughly inspect all passport and visa paperwork that is filed, including verification of data through phone calls, emails, etc. if needed
- Process passport and visa applications when approved and Update records of passports when there are changes in address, name, etc.
- Review suspicious or incomplete documents and records to avoid mistakes
- Ensure the confidentiality of all documents through password protection, lock and key, or shredding unneeded documents

**SUBSTATION OPERATOR – KSEB Perinthalmanna July 2008 – Dec 2008**

**LECTURER IN ELECTRONICS, Govt. Polytechnic Waynad Oct 2007 – Jun 2008**