



SANDRA SAJEEV

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Contact No:
971 58 210 3938

Personal Data:

Date of Birth : 13/05/1997
Age : 24
Sex : FEMALE
Nationality : Indian
Marital Status : Married
Passport Number : U2769299
Visa Status: **Visit Visa**

Strengths: Positive mind, Trustworthy, Team player, Hard working

Hobbies:

- ✓ Event Management
- ✓ Social Networking
- ✓ Reading books
- ✓ Listening Music

CURRICULAM VITAE

Career Objective

Seeking a challenging position in office assistant to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovative and flexible.

Summary

Responsible of 3 years of experience in loan services and gold pledge loan to companies and persons for personal purposes. Visits companies to introduce the new schemes and products.

Work Experience

1. Working in MANAPPURAM FINACE. KERALA as Office Assistant 2 years from November 2019 to 2021

Job Profile:

- Visiting customer to introducing new scheme of loan
- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Effectively communicating with customers in a professional and friendly manner.
- Supporting the field sales team and marketing team.
- Speaking with customers using clear and professional language.
- Resolving any finance loan related issues with customers.
- Responding to queries via phone, e-mail and in writing.

➤ Activities

- Customer meeting
- Develop a daily/weekly call list and maintain information accuracy monthly.
- Review daily and monthly the best monitoring sales report with management to determine if goals and objectives are being met.

2. Worked in Malakkarra Hospital (india) as pharmacy assistant from July 2017 to November 2018

Educational Qualification

- **Bachelor Of Arts (BA)**
(Calicut University)
- **Diploma in Pharmacy assistant**
(Malakkara Hospital)
- **+2 SCIENCE**
Board of Higher Secondary Examination-Govt. Of Kerala
- **S.S.L.C**
Board of Public Examination-Govt. of Kerala

COMPUTER PROFICIENCY & OTHER QUALIFICATIONS

- Completed Certification course in **Excell**

Technical Skills

- **DCA (Diploma in computerized accounting)**
- **Packages** **MS-Office**
- **Others** **Outlook and internet explorer,**

LANGUAGES KNOWN

English, Hindi, Malayalam and Tamil

Declaration

hereby declare that all the above furnished details are true to the best of my knowledge and belief.

Place: DUBAI

SANDRA

