



SANJU K LAL

SECRETARY/ADMIN

Email :

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Contact no : 0588770013

0528179702

Passport : T 4493714

Visa Status : Husband Visa

TOOLS AND SKILLS

- Speaking and listening skills
- Good communication, customer service and relationship-building skills
- Conflict resolution skills
- Critical Thinking and Complex Problem solving

OBJECTIVE

Obtain a challenging position that would give me the opportunity to utilize my skills and experience to achieve the goals of the organization as well as enhance my career development. I am confident enough to undertake any kind of tasks assigned by the management and also to complete them with utmost dedication and perfection.

EMPLOYMENT

2019-05 ADMIN / SECRETARY

2019-09 AL SAHI BUILDING MAINTENANCE, RAK

2016-03 - SUBSTATION TECHNICAL SECRETARY/ADMIN

2019-04 KERALA STATE ELECTRICITY BOARD

(Govt.Sector)

- Operation and Maintenance of Substation equipments including issuing safety work permits, troubleshooting, condition monitoring etc.
- Answer and direct phone calls.
- Write and distribute email, correspondence memos, letters, forms and book travel arrangements.
- Maintaining various records such as monthly operating reviews, daily log sheets, different registers etc.
- Update and maintain office policies and procedures.
- Liaising with other department to handle requests and queries from senior managers.

2015-07 - SECRETARY

2015-10 JAI BHARATH ROADWAYS, KERALA

- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Answer phone calls and redirect them when necessary
- File and update contact information of employees, customers, suppliers and external partners
- Undertake occasional receptionist duties

- Strong Software Competency Skills
- Organisation and time management skills
- Accuracy and good attention to detail.
- Utilities:MS Office
- Operating systems: Windows
- Knowledge: Internet

EDUCATION

BTECH- MG University, India

Electronics and Communication Engineering

2011-2015

PROFILE

DOB: 21/12/1993

Marital Status: Married

Nationality: Indian

Languages : English,Malayalam, Hindi

STRENGTH

- Eagerness to Explore and Learn
- Patience
- Self Confidence and hardworking
- Good analytical and Managing skill
- Dedicated towards work

TRAININGS ATTENDED

- Workshop in robotics by ROBOSAPIENS.
- One week internship in KELTRON CONTROLS, AROOR

REFERENCE

Will be submitted on request

DECLARATION

I hereby declare that the above said particulars are correct to the best of my knowledge and belief.

Place: Sharjah

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