



# SARGA V

A motivated administrative professional seeking a position in a challenging environment. Over 2 years of experience in providing administrative support. Proficient in range of computer applications. well developed communication and customer service skills. Proven ability to plan and manage multiple assignments. A proactive problem solver who gets the job done. Actively looking for jobs in similar fields.

## PERSONAL

- Name**  
Sarga v
- Address**  
GT9 Building, shabiya 10,  
Abudhabi
- Phone number**  
+971545498068
- Email**  
sarganeeraj@gmail.com
- Date of birth**  
12-09-1996
- Place of birth**  
India
- Gender**  
Female



## WORK EXPERIENCE

- Dec 2018 - Jan 2020 **Admin Assistant**  
**Infosys Ltd, Kerala**
  - Answer screen and transfer phone calls
  - Receive visitors and clients
  - Handle requests for information and data
  - Resolve administrative problems and enquiries
  - Prepare agendas for meetings and prepare schedules
  - coordinate and maintain records of staff, telephones, parking etc.
  - Provide administrative support to Team Members
  - scheduled meetings, Appointments and travel arrangements for managers
- Feb 2020 - Dec 2020 **Hr Assistant**  
**Infosys, Kerala**
  - Assisting with day to day operations of HR admin Department
  - Being the first person to contact for all general Hr Enquiries
  - Ensuring all company Hr processes and procedures are properly followed
  - Providing Advisory support to company employees.
  - Handling staff enquiries on daily basis
  - Ensuring all paperwork received is scanned and stored both electronically and employer paper file.
- Jan 2021 - Feb 2022 **Senior systems Engineer**  
**Infosys Ltd, Kerala**
  - Determined planning, implementation and integration of system-oriented projects
  - performed troubleshooting to detect component issues
  - provided superior service and support
  - provided managers with status reports that needed attention
  - Developed test plan and performed unit testing
  - Documented the code changes done in excel sheet



## EDUCATION AND QUALIFICATIONS

- Jun 2014 - Jul 2018 **Bachelor of Technology**  
**Adi shankara institute of engineering and Technology, Kerala**

BTech in Electronics and Communication:

Designed, built and installed electrical instrumentation systems in projects, carried out surveys to determine the conditions of existing systems and made recommendations for further improvement. Handled integrations of software components. identified complex problems and reviewing solutions. done electronic circuits and integrated circuits design. tested cellular and wireless communication devices. designed and tested electronic circuits. took challenging assignments and delivered timely results by applying best of my knowledge skills.



## SKILLS

- Excellent communication skills : Good written and verbal communication skills
- Time management : Ability to organize and plan efficiently to keep track of timelines
- Attention to detail : Strong attention to detail, highly organized and careful
- Technology : Microsoft Excel, word , PPTs
- Customer Service : Addressing and providing solutions to customer problems
- Organizational Skills : Scheduling and prioritizing through to-do lists



## PERSONAL INFORMATION

Date of Birth : 12-09-1996

Nationality : India

Visa : Residence

Passport Number : T8849334

Marital Status : Married

Languages Known : English, Hindi, Malayalam, Tamil