



N.K SANJANA SUNIL KUMAR

CONTACT

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Sunilsanjana783@gmail.com

PERSONAL DETAILS

Date of Birth : 31.12.1995

Nationality : Indian

Marital Status : Single

VISA Status : Visit Visa

COMPUTER SKILLS

M.S Word

Excel

Power Point

Web Designing and Publishing

Adobe Photoshop

LANGUAGES

English

Malayalam

Hindi(Basic)

PROFILE

An ambitious and enthusiastic professional with an outstanding personality and excellent communication skill capable of working independently and with minimum supervision.

EXPERIENCE

SixStars Technical Services.LLC,Deira,Dubai, March,2020 -Present

Administrator

- Sending Enquiries and responding to emails
- Preparing Quotations
- Preparing Invoices
- Responding to phone calls and enquiries
- Coordinating the work

Force Motors,India,May2018

Executive Trainee

- Updating internal database of employee
- Recording Employee absenteeism and working hours
- Direct marketing and telecalling
- Conducted awareness programme

EDUCATION

Master of Business Administration (MBA)

Specialised in **HR & Finance**, 2017-2019
Kannur University

Bachelor of Business Management (BBM)

2014-2017
Kannur University

MAIN PROJECT

- **Uniroyal Marine Export Ltd**, on the topic "**Employee Satisfaction towards Welfare Activities**",India,for a period of 45days.
- Organisational Study was conducted from "**Maryan Apparel Pvt Ltd**",India.

ACTIVITIES/PARTICIPATION

- Main co-ordinator of business quiz at Institute of Technology Mayyil, during the year 2018.
- Participated in the Event Best Management Team, conducted by the Dept. of Business Management, St. Joseph's College, Devagiri during September 2017.

WORK SHOP ATTENDED

- Attended workshop program on **Business Analytics** held at Institute of Technology, Mayyil, Kannur.
- Attended workshop program on **Intellectual Property Rights** held at Institute of Technology, Mayyil, Kannur.

DECLARATION

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

Place : Dubai/UAE

N.K. SANJANA SUNIL KUMAR