



- Dubai, United Arab Emirates
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EDUCATION

MSc. Geology Jul 2018 - Aug 2020
Central University of Kerala
BSc. Geology Jul 2015 - Apr 2018
University of Calicut
Higher Secondary Jul 2013 - Mar 2015
Govt. of Kerala

LANGUAGES

English
Hindi
Malayalam

PERSONAL PROFILE

D.O.B : 06/08/1997
Nationality : Indian
Marital Status : Single
E mail : lijithacp97@gmail.com
Visa Status : Visit Visa
(Jan 2022- July 2022)

REFERENCES

- Suraj Sukumaran
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Geologist, Core Laboratories, Abu Dhabi
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- Anupama L C
anupama.lc@gmail.com
Geologist, Geological Survey of India
+971 9448001906

LIJITHA C P

SALES REPRESENTATIVE

A detail oriented and focused individual who has extensive knowledge of administrative procedures, systems and processes. Ability to manage multiple projects in a fast-paced environment. Fosters positive relationships internally across all levels of management and externally with clients and business professionals.

EXPERIENCE

WORK EXPERIENCE

ADMINISTRATIVE STAFF (March 2021- Jan 2022)

Image Creative Education, Kottayam, Kerala

- Responsible for overseeing all the office administrative procedures and processes. Resolving routine administrative problems.
- checking emails as well as voice mails and ensuring a timely response to all inquiries
- Responsible for Providing general administrative supports to Senior managers in all areas of the office. Collecting and compiling statistics and information from identified sources.

DATA ENTRY OPERATOR (Sept 2020- Feb 2021)

Akshaya Centre, Kerala, India

- Organized forms, made photocopies, filed records and prepared correspondence and reports
- Carried out administrative duties such as filling, typing, copying, binding, scanning etc.

SKILLS

- Administrative Management
- Maintaining electronic and paper database and filing systems with utmost accuracy
- Handling confidential information correctly
- Knowledge of how to use office based computers and software
- Typing up high quality correspondence
- Able to work in a fast paced environment wit extreme multitasking
- Excellent communication and presentation

SOFTWARES

- Microsoft programs: word, excel, PowerPoint, access
- Operating Systems : windows, Android, iOS
- GIS Software's : Arc GIS, Q GIS, Google earth