



SARANYIA K S

☎ +971 524852470

DOB: 12th May 1991

✉ ks.saranya444@gmail.com

🏠 Wasl Building, 31 37 B St - Al Karama - Dubai, UAE

SKILLS

MS Office	● ● ● ● ●
Typing	● ● ● ● ●
Inventory Control	● ● ● ● ●
Book Keeping	● ● ● ● ●

LANGUAGES

ENGLISH	● ● ● ● ●
HINDI	● ● ● ● ○
TAMIL	● ● ● ● ○
MALAYALAM	● ● ● ● ●

VISA & PASSPORT DETAILS

- Spouse Visa
- **Passport# S2928381**
Valid till - 11-06-2028

CARRIER OBJECTIVE

To work in a competitive and challenging environment where there is scope for enhancement of personal and professional skills thereby, contributing to organizational growth and success. Hardworking and focused Administrative offering excellent communication, planning and prioritization skills developed over a 8 years of related experience.

WORK HISTORY

1. Shaanxi Non-Ferrous Construction Co. Ltd. – Dubai Branch

Front Office and Administrative

10/2019 – 08/2022

- Handling front office tasks and phone calls, managing emails.
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary.
- Create and maintain updated documents and spreadsheets.

2. AAKRUTI – Ernakulam, India

Front Office and Administrative

04/2018 – 05/2019

- Handling front office tasks and phone calls, managing emails.
- Maintaining customer's database.
- Converts customers to the business.
- Arranging clients for the proper timing sessions.

3. TAXIO – Ernakulam, India

Front Office and Administrative

02/2016 – 03/2018

- Handling front office tasks and phone calls, managing emails.
- Extract customers database from current booking daily base.
- Create and send quotation to the customers, call them and follow up.
- Implement new excel works to maintain and calculate business growth.

4. Ticyt Pvt Ltd - Alleppey, India

Office Administrator and Programmer

02/2013 – 01/2016

- Handling front office tasks and phone calls, managing emails.
- Maintaining customer's database.
- Create template and code analysis.
- Development and Database optimization.
- Testing and Implementation.
- Maintenance and Improving visibility.
- Ability to convince customer for the final result.

PERSONAL DETAILS

Name: Saranyia
Karayedanalappu Sasi

Status : Married

Husband's name: Anandh Mathews

Permanent Address: 49/1962,
Mankuzhithundiyl House,
Thaikoodam, Kochi, Kerala, India

Gender: Female

Nationality: Indian

INTEREST

- Sewing and Embroidery
- Playing Badminton
- Travelling
- Gardening
- Reading

EDUCATION

1. S.N.EDUCATION RESEARCH - Coimbatore (2009-2012)
BBA - Bachelor of Business Administration
2. V.V.H.S.S (Kerala Education Board) (2005-2009)
SSLC & HSE
3. Ticyt Pvt Ltd. – Alleppey, Kerala,
PHP Programming and Designing

STRENGTH

1. Good communication and analytical skill.
2. Ability to adapt and adjust to different environment and situations.
3. Competent to work under pressure and in time bound situations.
4. Good understanding of corporate working environment and its deliverables.
5. Efficient and responsive at understanding and methodologies.

WEAKNESS

1. Too detail oriented
2. Overthinking
3. Very Sensitive
4. Multitasking too much
5. Easily overwhelmed