

SITA BIJU

CONTACT

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WORK EXPERIENCE

WEBSOFT BAY SOLUTIONS
Dec 2020 to till date.
Accounts and Management.

MKS INFRA AND REALTY, BANGALORE, KARNATAKA, INDIA.
Dec 2018 - June 2019
Business Development Manager

AI ALIA INTERNATIONAL SCHOOL, RIYADH, KSA.
May 2013 - Feb 2015
Teacher

SREE MOOLAM CLUB, TRIVANDRUM, KERALA, INDIA.
Nov 2011- Oct 2012
Office Admin

QUALIFICATION

LLB (LAW)
MSW (pursuing)

EDUCATION

MSW (currently pursuing)		Krupanidhi College , Bangalore,Karnataka, India.
LLB (BAL, Law)	2005 - 2010	Government Law College, Trivandrum, Kerala, India.
ISC	2003 - 2005	Mount Carmel Convent Anglo Indian School, Kollam, Kerala, India.
ICSE	1992 - 2003	Mount Carmel Convent Anglo Indian School, Kollam, Kerala, India.

INTERESTS

Cooking
Travelling
Reading
Dancing

PERSONAL SUMMARY

- . Friendly and sociable person, who can coordinate and administrative support of the highest calibre.
- .Willing to ask questions and clarify doubts if unsure.
- . Highly Organized and patient.
- . Punctual.

KEY SKILLS AND COMPETENCIES

- . Analyse and solve straight forward problems.
- . Ability to work tight deadlines and under pressure.
- . Can work individually and as part of a team.
- . Explaining complex ideas clearly.
- . Strong commitment to equal opportunities.

. Able to manage own work load.

LANGUAGES KNOWN

English : read,write and speak fluently.
Malayalam : read,write and speak fluently.
Hindi : read,write and speak fluently.
Tamil : speak fluently.

REFERENCES AVAILABLE ON REQUEST.