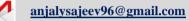
# RESUME

#### ANJALI SAJEEV



+ 974-55433188 (Qatar)

+91-9567682356



## Address for **Correspondence** in Oatar

#### Permenemt Adress

Puthussery House

Assaman Post Office

Vaykkara

Eranakulam

Mobile:9539569450

#### **Personal Details**

Date Of Birth: 19th Jan 1996 Gender: Female Marital Status : Single Nationality: Indian

#### **Passport Details**

Passport No: P 5023669 Passport issue: 05-12-2016 Passportexpired: 04-12-2026

# CAREER OBJECTIVE:

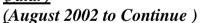
Computer Enginineering graduate with proven communication, travel planning, and email management skills. Seeking a position as an administrative assistant, to leverage organizational and research skills to support internal and external communication in a firm with professional work is driven environment where I can utilize my skills and knowledge to deliver value-added results as well as which would enable me as a fresh graduate to grow, learn and develop while fulfilling the organizational goals.

## ACADEMIC RECORD

- S.S.L.C. from Govt. girls higher secondary School during the year 201 1 with 65% Marks.
- H.S.E. from Andrapradesh board of secondary & intermediate education during the year 201 3 with 63.50% Marks.
- **B.Tech in computer science Engineering**, from Indian institution of business management and technology Chennai, The Dist under state board in the year 2017 with A Grade of 69% Marks.
- Certificate of Hospital Administartion under TUV SUD from International school of Skill Development center in Kochi in the year of 2022 with B+ Grade.

# **EMPLOYMENT HISTORY**

#### Accor living adventure Group Qatar (Guest Sports Event 2022 *Oatar*) ACCOR



#### Job Profile

- Make travel and accommodation arrangements for guests.
- Communicating with senior staffs regarding documents, clearance of the guests
- Coordinationg with service department regarding the preventive maintanace of the building amenities and facilities
- Handiling the front Desk office activities
- Using Softlogic software for all official communication •
- Coordinatine weekly and daily work schedule and duty roaster for our team.
- E-mail checking, comminicating with relevent team for promt action .Give an immediate response for all e-mails

#### Language Skills

#### BARQ Group Qatar (September 2019 to February2022)

BARD Group ade % MEP Contracting, Meintenan & Trading Company

English, Hindi, Malayalam, Tamil

Working as Office administaror with BARQ Group.

## **Hobbies**

Reading, Writing and Listening Song

#### Personal Attributes

- Excellent communication, with clear and assertive professional language
- Self-confident and motivated to take up challenging assignments, long hours of work are not a constraint
- Fast learner with hunger for knowledge

#### Job Profile

- Obtained documents, clearance, certificates and approval from local, state and federal agencies.
- Developed a new process for employee evaluation which resulted in marked performance improvements.
- Responsible for a creative design for prominent.
- Manage executive calendars and set up a meeting.
- Make travel and accommodation arrangements.
- Oversee the performance of other clerical staffs
- Good Planning and organization skill.
- Coordinate, monitor and follow up all activities.
- Update and maintain office policies and procedures.
- Organization and schedule appointments

#### <u>Meridian Geomatics Engineering</u> (May 2017 to July2019)

#### Job Profile



- Support tendering departments for the preparation of technical requirement and provide commercial costing during the bidding stage.
- Maintain a contact list.
- Assisting the development of regularity scheduled report.
- Order Office suppliers
- Handle multiple projects
- Generate reports
- Maintaining employees details and manage staffs appointments
- Greet and assist visitors to the office.
- Researched and updated all required materials needed for firm and partners.
- Answered average of calls, E-mails and Faxes per day. Addressing customer inquiries, solving problems and providing new product information.
- Analyzed departmental documents for appropriate distribution and filling.
- Copied, Logged and scanned supporting documentation and placed all information in clients files.

## COMPUTER SKILLS

- MS Office: MS Word, Excel, PowerPoint,
- SAP
- Oracle
- FoxPro and other utilities
- Internet

# PROJECT:

Solar reckoning system – online data collection, analyze and review Online student feedback system is the web-based feedback collecting system from the students and provides the automatic generation of a feedback which is given by students. We have developed student feedback system to provide feedback quickly and easily to the particular department. So we called it a student's feedback system which delivers via the student staff interface as an online system which acts as a service provider.

## **CO-CURRICULAR ACTIVITIES:**

Participated in a workshop on "RAPID PROTO TYPING" conducted by PSG Collage of Engineering, held in Coimbatore.

#### KEY SKILLS & STRENGTH

- Enthusiastic & Hardworking
- Dedicated & Highly Motivated
- Possess Positive Attitude Responsible towards work Determined to learn with practical approach
- Good Leadership
- Quality Self-motivated
- Quick learner
- Sincere to any kind of work

## DECLARATION

I hereby declare the above given information is correct & complete to the best of my knowledge & belief.

Anjaly Sajeev Doha , Qatar Date : 30-10-2022