

ANJALI SAJEEV



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### Address for Correspondence in Qatar

### Permenemt Address

Puthussery House  
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### Personal Details

Date Of Birth: 19<sup>th</sup> 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 Engineering 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 2011 with 65% Marks.
- **H.S.E.** from Andrapradesh board of secondary & intermediate education during the year 2013 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 Qatar)*  
(August 2002 to Continue )



### Job Profile

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

## Language Skills

English, Hindi, Malayalam, Tamil

## 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

## BARQ Group Qatar (September 2019 to February 2022)



Working as Office administrator with BARQ Group.

## 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

## Meridian Geomatics & Engineering (May 2017 to July 2019)



## 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