



# SANUJA. VS

## About Me

TO OBTAIN A POSITION IN A COMPANY THAT WOULD BEST SUIT MY QUALIFICATION WITH THE OPPORTUNITY TO CONTRIBUTE MY SKILLS AND PRACTICAL EXPERIENCE IN ACHIVING THE ORGANIZATION'S GOALS

## Professional Experience

### T KARE | RECEPTIONIST

2022-2023

Key responsibilities:

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answering screening and forwarding incoming phone calls.
- Receiving and sorting daily mail.
- Update calendars and schedule meetings.
- Keep updated records of office expenses and costs.
- Arrange travel and accommodations, and prepare vouchers

## Education Background

- International School Of Skill Development  
Hospital Administration  
Completed in 2022
- Vidyaniketan | MG University  
Bachelor Of Commerce (B.COM)
- CCPLM Anglo-Indian High school | Kerala Educational Board  
*Plus Two*  
Completed in 2017
- AL-Ameen public school | CBSE  
Tenth  
Completed in 2015

## My Contact

- ✉ Sanusanuja318@gmail.com
- ☎ +974 7138 9545
- ☎ +91 62383 91323
- 📍 Veleeparambil House, Nettoor PO  
Eranakulam , Kerala

## Skills

- Very energetic result oriented person
- Efficient and well-behaved person
- Extremely hard working, self motivated and able to work independently
- Keep Excellent interpersonal relations with Colleagues and ready to help

## Technical Skills

- Tally
- MS Office
- MS Word

## Personal Details

Name	Sanuja. VS
Date Of Birth	16.12.1999
Gender	Female
Religion	Islam , Muslim
Marital States	Marrried
Nationality	Indian
Languages Know	English, Malayalam
Passport Number	U6386654
Passport Expire	13.01.2030