



# SAJITHA U

## ADMINISTRATIVE ASSISTANT

Dedicated Administrative Assistant with solid background in high-volume office environment focused on delivering exceptional clerical and operational support for professionals. Upbeat Individual with friendly demeanor sound judgment to handle diverse daily tasks with minimal oversight. Well-versed in managing office supplies, paperwork and project needs.

## Contact

### Phone

+ 971508072120

### Email

sajithathekkemadom88@gmail.com

### Address

Dubai

## Education

**Master Of Arts, Economics**  
Kerala University 2012

**Bachelor Of Arts, Economics**  
Kerala University 2009

**HSS, Humanities**

Board Of Higher Secondary Education 2006

**SSLC**

Board Of Public Examination 2004

## SKILLS

- Data Entry
- Document Control
- Meeting Planning
- Mail Handling

## SOFTWARE SKILLS

- SAP S/4 Hana
- Tally
- DTP
- MS Excel & MS Word

## Language

- English
- Malayalam
- Tamil
- Hindi

## EXPERIENCE

2021 - 2024

Safiya Travels & Consultancy | India, Kerala

### ADMINISTRATIVE ASSISTANT

- Provided administrative support to the executive team, including scheduling meetings and managing calendars
- Organized and maintained filing systems for physical and electronic documents, ensuring accuracy and confidentiality of records
- Greeted visitors in a professional manner responding to inquiries and directing them to appropriate personnel.
- Composed letters, memos, reports, emails, presentations and other Written correspondence as required by management staff

2012 - 2021

T A Motherland Public School | India, Kerala

### ADMINISTRATIVE ASSISTANT

- Maintain principal's schedule for appointments and meetings and assist in prioritizing activities.
- Perform administrative duties such as filing, photocopying, etc. Answer telephones and transfer calls to the correct departments
- Help take care of children who come to the office.
- Greet visitors and sign for and distribute packages/deliveries and mail

2011 - 2012

Holy Trinity Senior Secondary School India, Kerala

### ADMINISTRATIVE ASSISTANT

- Drafted meeting agendas, supplied advance materials, and executed follow-up for meetings and team conferences.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Managed daily office operations and maintenance of equipment.

### PERSONAL DOSSIER

Date of Birth : 23/05/1989

Gender : Female

Nationality : Indian

Marital Status : Single

Passport No : W5929554

### DECLARATION

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief .