



ANJALI SUKUMARAN

OFFICE ADMINISTRATIVE

Dedicated Office Administrator ensuring the smooth operation of daily office activities. Proficient in coordinating schedules, managing communication, handling phone calls, and maintaining an organized work environment. Adept at providing administrative support, streamlining processes, and delivering high-quality customer service. Detail-oriented, resourceful, and committed to contributing administrative expertise to support organizational success.

✉ anjalisukumaran98@gmail.com

☎ 0503206487

📍 Electra Street, Abu Dhabi, UAE

WORK EXPERIENCE

Office Administrator Tranetech Software Solutions

08/2023 - 04/2024

Abu Dhabi, UAE

Achievements/Tasks

- Manage the front desk by answering phone calls, responding to emails, and handling inquiries.
- Perform general administrative duties such as filing, photocopying, and data entry.
- Support the management team with scheduling meetings, preparing documents, and other tasks as required.
- Serve as a point of contact for employees with HR-related questions and concerns.
- Maintain accurate and up-to-date employee records.
- Uploading employee-related documents, leave requests, attendance reports, and all relevant details to the portal.

Research Assistant Kerala Agricultural University

08/2022 - 04/2023

India

Achievements/Tasks

- Works on molecular biology techniques such as Genomic DNA Isolation, Plant DNA Isolation, PCR, Agarose Gel Electrophoresis and Microbiology techniques.
- Support the department on their research projects, assist in the research process by collecting experimental data, preparing presentations, and proofreading manuscripts, updating records, overseeing experiments.
- Handling samples, implementing testing methods, and supervising technicians.

EDUCATION

MSc. General Biotechnology University of Calicut

06/2020 - 03/2022

India

BSc. Biotechnology University of Calicut

06/2017 - 03/2020

India

SKILLS

Office Management

Communication

Multitasking

Document Management

Time Management

HRMS

Administration

Microsoft Office Suite

Ms Excel

Ms Word

LANGUAGES

English

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Limited Working Proficiency