



ASWATHY AJIKUMAR

Versatile professional with expertise as a Postwoman, Enumerator, and Tutor. Proven skills in mail delivery, data collection, and academic support. Adept at organization, analysis, and adapting teaching strategies. Ready to bring a diverse skill set to contribute effectively to a dynamic team.

CONTACT DETAILS

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✉ aswathyajikumar6@gmail.com

📍 Al Karama, Dubai

ACADEMIC CREDENTIALS

B.SC - Forensic Science | 2022

- Parul University

HIGHER SECONDARY | 2019

- Grama Panchayat Higher Secondary School, Kerala, India

SSLC | 2017

- CBSE, Kerala, India

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div></div> 100 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 85 %
Tamil	<div></div> 85 %

KEY SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Customer service	
Problem Solving Ability	Hardworking	Positive Attitude	Honesty

EMPLOYMENT CHRONICLE

FRONT DESK REPRESENTATIVE | SEAGULL TECHNOLOGIES, DUBAI, UAE

KEY RESPONSIBILITIES

- Managing records: Compiling records and reports, and maintaining files
- Processing payments: Receiving, counting, and paying out cash, and reconciling daily deposits
- Preparing documents: Preparing, issuing, and sending out receipts, bills, policies, invoices, statements, and checks
- Scheduling: Scheduling meetings and managing calendars
- Answering calls: Answering and routing phone calls to the appropriate department

FRONT DESK REPRESENTATIVE | May 2023 – Nov 2023

SAI SERVICE PRIVATE LIMITED (MARUTHI SUZUKI) PANDALAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Provide basic and accurate information in person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Order front office supplies and keep inventory of stock.
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

ENUMERATOR | Oct 2023- Mar 2023

STATISTICAL DEPARTMENT KERALA GOVERNMENT, INDIA

KEY RESPONSIBILITIES

- Conducting surveys and censuses to collect data on various socio-economic indicators.

PROFESSIONAL SKILLS

- Mail Delivery
- Route Planning
- Data Collection
- Accuracy
- Individualized Instruction
- Subject Matter Expertise
- Report Writing

INTERESTS



Photography



cooking



Reading



Dance

- Clarify and explain complex concepts to ensure students have a thorough understanding.
- Offer one-on-one or small group tutoring sessions to address individual learning needs.
- Conduct review sessions and provide strategies for effective exam preparation.

GRAMA PANCHAYAT MEZHUVELI, KERALA, INDIA

KEY RESPONSIBILITIES

- Familiarize yourself with the objectives and goals of the Harithamitram survey.
- Receive training on survey methodologies, data collection tools, and ethical considerations.
- Conduct door-to-door surveys to collect information from households or individuals within the Grama Panchayat area.
- Use survey forms or digital tools to record data accurately.

INTERNSHIP | Oct 2021- NOV2022

KERALA POLICE DEPARTMENT

- Done internship in District Crime Branch Bureau, Kottayam (dist.) Kerala in the field of FINGERPRINT and PHOTOGRAPHY for 15 days

PERSONAL STRENGTH

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date Of Birth	: 05-04-2000
Nationality	: Indian
Marital Status	: Single

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ASWATHY AJIKUMAR