

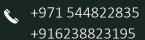
# **ASWATHY AJIKUMAR**

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.

# **KEY SKILLS**



# **CONTACT DETAILS**



□ aswathyajikumar6@gmail.com

🛱 Al Karama, Dubai

#### **ACADEMIC CREDENTIALS**

**B.SC - Forensic Science | 2022** 

- Parul University

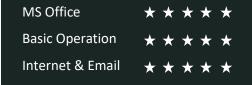
# **HIGHER SECONDARY | 2019**

Grama Panchayat Higher
 Secondary School, Kerala,
 India

# SSLC | 2017

- CBSE, Kerala, India

## **COMPUTER PROFICIENCY**



## LANGUAGES KNOWN

English	100 %
Malayalam	100 %
Hindi	85 %
Tamil	85 %

#### **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 socioeconomic 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.