



# ATHIRA SANDHYA

📍 Ajman, UAE 0000

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## PERSONAL INFORMATION

- Date of birth : 29th September 1997
- Passport Number: W2860252
- Nationality: Indian
- Marital status: Married
- Visa: Visit visa

## SUMMARY

A responsible and orderly individual actively seeking my first professional experience. I am eager to apply my academic knowledge and volunteer experiences to a dynamic work environment.

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

## SKILLS

- Performed in-depth data analysis
- MS Office Suite
- Enhanced workplace productivity through strong communication skills
- Writing reports and proposals
- Completed DOA & FA course
- Exhibited commitment to continuous learning and improvement
- Managed phone communications professionally

## LANGUAGES

<b>Malayalam:</b>	C2	<b>English:</b>	C2
Proficient		Proficient	
<b>Tamil:</b>	B1		
Intermediate			

## EDUCATION

*Kerala University, Kollam, 2021*  
**Bachelor of Arts: History**

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*Kerala Board of Higher Secondary Education, Kollam, 2015*  
**+2: Commerce**

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**HOBBIES AND  
INTERESTS**

- Reading contemporary literature.
- Participating in community service activities.
- Learning new software tools and applications

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**DISCLAIMER**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.