






RINOJA RAJU A

ADMINISTRATIVE ASSISTANT

A highly organized and detail-oriented Administrative Assistant with over 3 years of experience providing administrative support to a variety of departments. Proven ability to manage multiple tasks and work under pressure. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

Contact

 | +971 565532567
 | rinojarajua@gmail.com
 | Al Nadaha 1, Sharjah

Additional Information

Marital Status : Married
Visa Status : Spouse Visa
DOB : 30/11/1992

Skills

- Communication Skill
- Time Management
- Multi tasking
- Interpersonal Skill
- Problem- Solving
- Customer Service

Computer Software Skills

- MS office
- MS Excel

Professional Experience



Administrative Assistant

Rajadhani College - Trivandrum, India

06/2019 - 03/2023

- Greeting and Assisting visitors
- Answering phones and routing calls to the appropriate departments
- Overseeing various daily office operations such as setting up appointments, handling incoming and outgoing mail and emails and editing documents.
- Scheduling Meetings and Interviews
- Generating reports and performing bookkeeping tasks.
- Coordinates the student evaluation process



Sales Officer

Mahendra Vehicle's, TV Sundaram Iyengar & Sons Pvt - Trivandrum, India

10/2015 - 10/2018

- Be the first point of contact between the customers and the dealership.
- Discussing customer needs & advising on the most suitable vehicle. Arranging Test drives & accompanying customers on them.
- Giving information about the company's finance and other financial products.
- Check the availability and inform the delivery details to the customer
- Keep sales data report and follow up with the customers to ensure continued satisfaction

Education

- **MBA: Finance & Marketing**
Bishop Jerome Institute -Kollam,
Kerala,India, 2015
- **BA : Economics**
Fathima Matha National College -
India, 2013

Language

English



Malayalam



Tamil



Achievements

- Victor Augustine scholarship in the year 2010.
- NSS School coordinator.
- Secured First Position in Best Management Team conducted by DCS MAT in the year 2014.

Workshops and Seminars

- Attended "Challenges and opportunities of entrepreneurs " organized by Quilon management association in the year 2015.
- Attended the seminar on Union Budget organized by Malayala Manorama in the year 2011.