

SIJI V S



KEY SKILLS

Career Summary

A highly resourceful, flexible, innovative and enthusiastic individual who possesses a considerable amount of knowledge in administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

Areas of Expertise

- Office Administration
- Diary Management
- IT skills & data input
- Maintaining Records

Work Experience

CASHIER – SEVEN ELEVEN SUPERMARKET,
Sengkang, Singapore
27th April 2022 to 7th March 2023

OFFICE MANAGER – ICL FINCORP,
Kadakkavoor, Trivandrum, Kerala, India
25th November 2021 to 13th April 2022

SALES EXECUTIVE - VANCHINAD MICRO FINANCE
Attingal, Trivandrum, Kerala, India
13rd March 2019 to 5th November 2021

COMPUTER OPERATOR CUM CLERK – AKSHAYA CENTRE
Parippally, Kollam
1st January 2015 to 30th December 2017

PERSONAL SKILLS

- Self-starter with an accurate and detail oriented work ethic
- Ability to thrive within a fast paced environment
- Excellent communication and interpersonal skills
- Natural positive attitude and outlook
- Can work well under pressure
- Strong sense of responsibility

CONTACT DETAILS

V S VILLA
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India

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Academic Profile

- Medical Lab Technician – BSS 10th May 2010
- PLUS TWO – Kerala State Higher Secondary Board -- March 2009
- SSLC – Kerala Board of Public Examinations – March 2007

Technical Skills

- MS OFFICE

Personal Details

Date of birth	: 18 th August 1991
Father's Name	: SUDARSANAN
Sex	: Female
Marital status	: Married
Languages know	: English, Malayalam, Hindi, Tamil
Nationality	: Indian
Passport No	: V6187769
Place of Issue	: TRIVANDRUM
Date of Issue	: 07/02/2022
Date of Expiry	: 06/02/2032

Declaration

I **SIJI V S**, hereby declare that all the above furnished details are true to my knowledge.

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