

SINDHU SUBRAMANIAN

☎: +971 529031460 | +971 527740825

✉: 🏠: Al Akhil Gate, Al Quoz, Dubai, United Arab Emirates | 🇮🇳: Indian

OBJECTIVE

To pursue a carrier in an organization having a global vision, which encourages creatively and offers an opportunity to learn and develop both in professional aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction of fully realized my potentials.

CORE SKILLS

- Customer Service
- Communication
- Flexibility
- Hard working
- Dynamic and self-motivated
- Problem Solving
- Child Care
- Teacher Assistant
- **Computer Skills:** MS Word, Excel, Tally, Computer Operating Programming Assistant
- **Language:** English, Hindi, Malayalam Tamil

WORK EXPERIENCE

Jun 2023 – Jan 2024

DUBAI, UNITED ARAB EMIRATES

OFFICE STAFF (ASISTANT)

STOOA AL SAMA CLEANING SERVICE

- Serve Tea and Coffee to Staff and office Visitor
- Clean office kitchen on daily basis
- Responsible for disposal of trash, waste, and other disposable material
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Use safety precautions in all housekeeping services
- The person must have a neat and clean personality

2013 – 2018

KERALA, INDIA

SCHOOL OFFICE ASSISTANT

GOVERNMENT SCHOOL

- Assisting teachers in preparing lesson materials and activities.
- Helping students with their assignments and tasks.
- Assisting in communication between teachers, parents, and school staff.
- Helping with parent-teacher meetings and school functions.
- Keeping classrooms and school areas tidy and organized.
- Reporting maintenance issues or safety concerns.
- Sweeping, mopping, and vacuuming classrooms, hallways, and offices.
- Dusting and wiping furniture, windows, and surfaces.
- Emptying trash bins and disposing of waste properly.
- Cleaning and sanitizing restrooms, sinks, and water fountains.

PROFESSIONAL SKILLS

- Ability to work effectively under time pressure and for long and extended hours
- Ability to multitask
- Diligence and dedication to work
- A good memory and an eye for details
- Ability to understand different kinds of people
- Great sensitivity to the needs of others
- A friendly, cheerful, and polite attitude
- A strong passion to ensure customer satisfaction

EDUCATION | CERTIFICATE

India Bachelor of Education (B.Ed)

India Bachelor of Commerce (B.Com)

DECLARATION

I hereby certify that the above information's is true to the best my knowledge and belief.

SINDHU SUBRAMANIAN