

Sandhya K T

+971 543197974, +971 506219562 | sandhyavijayankaipada@gmail.com | WA: +918095985808

CAREER OBJECTIVE

Seeking a challenging environment that encourages continuous learning and creativity, providing exposure to new ideas and stimulating personal and professional growth.

EDUCATION AND QUALIFICATIONS

B.A. Economics, Politics and Indian History <i>Calicut University, Kerala</i>	1994 – 1997
Diploma in Computer Application and Office Management <i>Institute of Human Resources Development, Kerala</i>	2000 – 2001
Higher Diploma in Co-operation <i>Kerala State Co-operative Union, Kerala</i>	2001 – 2002

WORK EXPERIENCE

Receptionist cum Secretary <i>Elite Group of Companies, UAE</i> <ul style="list-style-type: none">– Managed reception and administrative tasks, including scheduling and customer service.– Coordinated with departments for seamless office operations.– Assisted in documentation and data management.– Handled incoming calls and emails, ensuring prompt communication.– Maintained visitor logs and security procedures.	2019 – 2024
Admin Assistant <i>Carmel Enterprises, Bangalore</i> <ul style="list-style-type: none">– Processed documents and provided administrative support.– Managed customer interactions and handled financial documentation.– Scheduled meetings and coordinated team activities.– Handled office supplies and inventory management.	2018 – 2019
Office Secretary <i>Fine Electricals and Electronics, Kerala</i> <ul style="list-style-type: none">– Maintained office inventory and supported administrative tasks.– Assisted in front office operations and coordination.– Supervised junior clerical staff and coordinated workflow.– Managed records and filing systems efficiently.	2012 – 2014
Public Relations Officer <i>Kerala Vasthralayam, Kerala</i> <ul style="list-style-type: none">– Handled public relations and external communications.– Organized promotional events and managed customer relations.	2010 – 2012
Insurance Advisor <i>ICICI Prudential, Kerala</i> <ul style="list-style-type: none">– Assisted clients in choosing appropriate insurance policies.– Conducted client meetings and provided financial advice.– Prepared policy documentation and maintained client records.	2007 – 2010

SKILLS

- MS Word, MS Excel, ERP Software
- Excellent communicator
- Dependable, multilingual
- Customer service oriented
- Problem solver, quick learner
- Multitasking

STRENGTHS

- Hardworking and sincere
- Good communication skills
- Punctual and quick learner
- Ability to multitask

LANGUAGES

- English
- Malayalam (Native)
- Tamil
- Hindi
- Kannada

PERSONAL INFORMATION

- **Date of Birth:** 12-02-1977
- **Gender:** Female
- **Nationality:** Indian
- **Marital Status:** Married
- **Visa Status:** Employment visa (transferable)