

# Sandhya K T

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## CAREER OBJECTIVE

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

## EDUCATION AND QUALIFICATIONS

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

## WORK EXPERIENCE

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

## SKILLS

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

## STRENGTHS

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

## LANGUAGES

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

## PERSONAL INFORMATION

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