



SRUJAY PAKALA

About Me

Results-driven administrative professional with a strong background in team leadership and personal assistance. Skilled in enhancing productivity and managing priorities in fast-paced environments. I hold a valid driving license, ensuring flexibility in supporting organizational needs. Passionate about fostering collaboration and delivering exceptional administrative support.

CONTACT

Mobile Number

0564023164

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Pakalasrujay@gmail.com

Address:

Sharjah, UAE

Language

- English
- Hindi
- Telugu

EDUCATION

- **Nishitha Engineering College, Hyderabad**
Bachelor of Technology in Computer Science and Engineering (CSE)
Non-Degree - Completed 1 Year of Study
Year of Attendance: 2015 - 2016
- **Kakathiya Junior College, Nizamabad**
Higher Secondary Certificate (HSC)
Year of Graduation: 2015
- **Manasa High School, Armoor**
Secondary School Certificate (SSC)
Year of Graduation: 2013.

EXPERIENCE

PERSONAL ASSISTANT and ADMINISTRATIVE PROFESSIONAL - TECHVERSE TECHNOLOGIES EST.

14/12/2022 - PRESENT

- Deliver exceptional customer service to clients, addressing inquiries and resolving issues promptly to enhance client satisfaction.
- Act as a liaison between departments, ensuring smooth communication and collaboration across the organization.
- Provide high-level administrative support, managing schedules and coordinating meetings for executives.
- Develop and maintain organized filing systems, enhancing document retrieval and office efficiency.

ADMINISTRATIVE PROFESSIONAL - CITY MARINE INSURANCE BROKERS LLC

Sharjah

11/2020 - 11/2022

- Organized and maintained both physical and digital records as a filing clerk, ensuring quick access to important documents.
- Provided exceptional front-desk support as a receptionist, handling calls, scheduling appointments, and greeting visitors while drafting professional communications.
- Efficiently managed cheque collections and bank deposits as an office driver.

WAREHOUSE TEAM LEADER – SAFCO INTERNATIONAL TRADING CO LLC

24/03/2019 - 01/11/2020

- Supervised warehouse operations, ensuring efficient inventory management and timely order fulfillment.
- Led a team of warehouse staff, providing training and support to enhance productivity and safety.
- Implemented streamlined processes to improve workflow and reduce operational costs.

SKILLS

Soft Skills:

- Strong Communication Skills
- Team Collaboration
- Problem-Solving Abilities
- Time Management
- Adaptability and Flexibility

- Critical Thinking
- Attention to Detail
- Leadership and Initiative

Technical Skills:

- MS Excel
- MS Word