



# SAJINA SAJITHKUMAR

ADMIN ASSISTANT

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📍 Malleshpalaya,  
Thippasandra post,  
Bangalore 560075.

## PERSONAL DETAILS

Nationality: Indian

Gender : female

Date of birth :28 May 1980

Religion : Hindu

Marital status : married

passport no : S6903209

Date of issue : 09/08/2018

Date of expiry : 08/08/2028

Indian driving licence no:KL4820020007837

Date of issue:04/12/2002

Date of expiry : 04/07/2032

## SKILLS

- Communication
- Interpersonal
- Leadership
- Customer Service
- Teamwork
- Time Management
- Adaptability
- Driving

## LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

## About Me

I am Currently working in Bangalore as a admin assistant in a property development company named Angelin builders and developers, Bangalore , India.

## WORK EXPERIENCE

- South Indian Bank, Mission Quarters Branch
  - Location: Thrissur, Kerala, India
  - Role: **Data entry**
- Federal Bank, M G Road
  - Location: Thrissur, Kerala, India
  - Role: **clerk**
- Marancheri Motor Works
  - Location: Malappuram District, Kerala, India
  - Role: **Accountant & Administration**
- Good Shepherd CMI CBSE School
  - Location: Kunnankulam, Thrissur District, Kerala, India
  - Role: **Teacher Training**
- DDRC SRL Diagnostic Pvt. Ltd
  - Location: Thrissur, Kerala, India
  - Role: **Branch Supervisor**

## EDUCATION

- **SSLC** : St. Mary's G H S Chowannur, Kunnankulam, Thrissur District ,Kerala, India. Register No 515748, Result 54.5%, Year 1995 March.
- **Pre-Degree**: Mar Dionysius College, Pazhanji, Thrissur District ,Kerala , India. Register No: 6008, Result 51.8%, Year 1997 April.
- **Degree**: Victoria College, Kunnankulam, Thrissur District ,Kerala , India 935322, Result 50%, Year 2001 April.
- **PGDCA** : ECIT , Thrissur Reg No PCA 8/181. Year 2001 - 2003.
- **TALLY** Computerized Financial Accounting: ACE College Of Engineering Computer Education, Guruvayur, Thrissur District, Kerala, India. Register No: GVR-902, Result 60%, Year 2015 July.
- **TTC Montessori pre-primary** : Government Of Kerala, Guruvayur Branch, Thrissur District, Kerala, India Reg No:1080 , Result 71% , Year 2016
- **Masters in Corporate Accounting with GST**: obal Tech Computer 4 Masters in Corporate Systems Kunnankulam. ISO Certification, Reg No: 24141 Result Grade A+ First class ,Year October 2020