**Nationality**Indian

**Gender**Female

**Age & Date of Birth**25 (13-12-1989)

**PROFESSIONAL OBJECTIVE**

* **To build a long term career in an organization with opportunities for career growth and to use my skills in the best possible way for achieving the company’s goal and also seeking a responsible job with an opportunity for professional challenges.**

**TECHNICAL EXPERTISE**

* Proficiency in MS Office and Documentation.
* Creating report.
* Operating Systems - Win 98/XP/Vista/7/8 and Linux.
* Installation of Software’s.

**SKILLS & ATTRIBUTES**

* Can easily adopt working environment with less supervision and under pressure.
* Active Listener.
* Able to perform multi-tasks with efficacy and efficiency.
* Willing and capable of learning new ideas for advancement.
* Responsible attitude and attention to detail.
* Flexibility and adaptability.
* Ability to grasp concepts quickly and accurately.
* Strong communication and interpersonal skills.
* Good team player & leadership skills.
* Flexibility and adaptability.
* Ability to grasp concepts quickly and accurately.
* Confidential Records Management.
* Administrative Support.
* Strategic Planning.
* Leadership in the Workplace.
* Organizational Development.
* Executive Assistance.
* Documentation.

**EXPERIENCE & ACHIEVEMENTS**

* Worked for a period of Two Years as Office Administrator at SoftenTechnologies,Cochin (India).

**Responsibilities:**

* Maintaining files and other documents.
* Attending telephone calls.
* Gathering customer details and regular follow-up.
* Acting as a mediator between the customers & developers in solving customer related issues.
* Routine office diary maintenance.
* Handling routine correspondence.
* Gaining a clear understanding of customer’s businesses and requirements.
* Gathering market and customer information.
* Maintaining documents of new appointments, suspensions and reinstatements and prepare final settlements of the employees upon termination of the employment contract by company or through third party payroll.
* Maintaining and Developing relationships between company employee.
* Resolving the customer claims issue by giving priority.

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **SPEAK** | **READ** | **WRITE** |
| English |  |  |  |
| Malayalam |  |  |  |
| Hindi | -- |  |  |
| Tamil |  | -- | -- |

**EDUCATIONAL QUALIFICATION**

jassim sajith

|  |  |  |  |
| --- | --- | --- | --- |
| B Ed in English | Navajyothi College Of Teacher Education For Women , Olarikkara Thrissur. | 75% |  |
| Master Of Arts ( MA) in English Literature | Little Flower College Guruvayoor. | 71% |  |
| Bachelor Of Arts in English | Sree Kerala Varma College Thrissur. | 68% |  |
| Higher Secondary Examination | V P M S N D P H S Edamutam. | 77% |  |
| Matriculation Examination | S H Of M C G H S Kandassankadavu. | 82% |  |



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