**CURRICULUM VITAE**

**Sujatha**

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**Career objective**

To work in an organization where I am able to contribute to the organization’s growth and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me to build a promising and successful career.

**Career Summary**

A competent professional with over 8 years of Experience with Sikkim Manipal University as a Senior Associate handling the Readmission Department along with Migration, Bonafide certificate Department & 3 years of experience with Manipal Press Ltd. Manipal as a DTP operator.

Comprehensive Experience in devising significant solutions, managing day to day operations for improving service levels.

A keen implementer with demonstrated abilities in setting up as well as ensuring smooth functioning of overall process operations and enhancing operational efficiency.

An effective communicator with sound relationship building& interpersonal skills, strong analytical, problem solving & organizational abilities.

**Achievements:**

Awarded twice ‘Spot Award’ in 2015 for excellent handling the Readmission section, preparing & dispatching Migration & Bonafide certificate .

I have working knowledge of Typing speed, MS-word, Outlook, MS-Excel, SLCM program & Customer Service.

**Key Accountabilities:**

* Effectively assisting with administration Department.
* Handling Center as well as student queries on admission for India as well as International.
* Preparation and Issue of Bonafide/Migration Certificate and Syllabus copy to Student.
* Drafting Letters on special request to Students received through e-mails.
* Strong analytical skills balanced with effective communication and excellent customer service skills.
* Managing optimally the work flow with the people and the resource in the organization.
* Good relationship management & negotiation skills.
* Able to communicate effectiveness with senior level Executives and Managers.

**Areas of interest :**Office Administration, Billing, Record Keeping, Customer Service, Accounts & Human Resource.

**Summary of Educational Qualifications**

Master of Commerce at Karnataka Open University Mysore, Mahatma Gandhi Memorial College-Udupi (2010) Second class (57%) .

Bachelor Degree in Commerce at MadhavaPai Memorial College Manipal, Mangalore University (2005) First class (64%).

Pre -University in Commerce at Manipal Junior College Manipal, Karnataka State P. U. Board (2002) First class (66%).

S S L C. in Parkala High School Parkala, Karnataka State Board (2000) Second class (51.84%).

**Additional Qualifications and IT Skills**

I had undergone a training program in the Institute of Sikkim Manipal University and successfully completed the course in Communication Basics and Self Development conducted by Manipal Global Education Services.

I had undergone a ProLearn Online Programs in Finance & Non-Finance conducted by Manipal Global Education Services.

I had Computer Application as a optional subjects in Degree and successfully completed the course in Internet, MS-DOS, HTML, Visual Basic 6.0, Oracle, Linux, Operating system, Entrepreneur Development Programme, C, C++ and did a project under Udayavani Advertisement Manipal.

Basics: Windows, Office 2000: MS Word, MS Excel, MS Access, MS Power Point.

**Previous Work Experience :**

From July 2005 to June 2008 worked as DTP operator for Manipal Press Manipal, India.

From July 2008 to July 2016 worked as a Senior Associate for Sikkim Manipal University Manipal, India.

**Personal Dossier :**

* Date Of Birth 09.04.1983
* Nationality Indian
* Marital Status Married
* Languages Known English, Hindi, Malayalam, Kannada and Tulu.
* Hobbies Listening to Music, Reading Books.

**DECLARATION:**

I hereby declare that the above mentioned information is correct to best of my knowledge.

**Date:30.07.2016**

**Place: UAE**