SINJU SAJI

Email: sinjusajji@gmail.com   Mobile: +971553459165

CAREER OBJECTIVE

To become a successful expert in the position of office clerk by channelizing my technical knowledge and managerial skills to ensure personal and professional growth and to contribute to the prosperity of the organization.

EDUCAT I ONAL QUALIFICATIONS

- **B.Tech. (Computer Science and Engineering-College of Engineering, Pathanapuram)** from Cochin University of Science and Technologies (CUSAT) with CGPA 7.59

- **MBA (Human resource and Finance)** from University Institute of Management, Adoor (Kerala university) CGPA with 75%

ORGANISATIONAL EXPERIENCE

Start Any Business (SAB)-Al Barsha,Dubai,UAE.

Worked as a Business Consultant (Jan 2021 – September 2021)

- Meeting with new clients to understand their business objectives, visa requirements.

- Examining and analyzing their business models.

- Working with broader team to design a new business model

- Successfully pitching solutions to the clients

- Following up on questions, feedback, and criticisms

- Supporting the implementation phase

- Remaining a key point of contact for clients

- Conducting ongoing business reviews periodically

Prakriti Builders and Developers- Trivandrum,Kerala,India.

Worked as an Administrative Assistant (November 2019 – November 2020)

- Provides administrative support to ensure effective operation of office.
- Manage communication including emails and phone calls.
- Increased customer satisfaction by resolving conflicts.
- Schedule appointments and maintain calendar.
- Organize and maintain files and databases in a confidential manner.
- Assist in preparation of regularly scheduled reports and project documents.
- Updating Customer service files
- Preparation of monthly and weekly financial reports

TRAININGS

- Attended training for Python Programming

- Graduate Apprentice at Sidus Natural Products ltd

- Training certificate from HANTEX (Kerala State Handloom society ltd

SKILLS

- HR Management & Administrative Operations
- Business Support
- Relationship Management
- Conflict Management
- Accounting and Finance
- Communication skills & Analytics

SOFTWARE SKILLS

- MS office

- MS Excel & Power Point

- Python

- Outlook

- HTML

PROJECTS

- Developed website for college of Engineering Pathanapuram
- Developed a Mobile Social network to allocate cooperate work by utilizing resources including both human intelligence and machine computing abilities.
- Study on effectiveness of employee welfare measures

PERSONAL DETAILS

Date of Birth   : 25 -11-1995

Languages Known: English,Malayalam, Hindi & Tamil

Visa Status   : Husband Visa

Marital Status   : Married

DECLARATION

I hereby declare that the above statements are true and complete to the best of my knowledge and belief.

Sinju Saji