



# Sowndarya S

DOB - 15 - 09 - 1997

## Career Objective

Intend to build a career with leading corporate of Hi-Tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

## IT & Key Skill

- MS-Office
- Prioritizing workloads to reflect business needs
- Time management.
- Good communication skills.
- Ability to work under management pressure.
- Self-motivated and positive attitude

## Contact Me



+971-563021190



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DUBAI UAE

VISA - EMPLOYMENT

## Education

- 2015-2018  
Bachelor of business management  
Vijaya College Mulki, Mangalore
- 2013-2015  
PUC (12th Grade)  
Narayana guru Comp PU College  
Mangalore, India-2015
- 2013  
SSLC (10th Grade)  
1Govt. school Haleyangadi, Mangalore

## Work Experience

- Operation coordinator  
Air Arabia (Cozmo) : Nov 2022- April 2023
  - Immigration application process.
  - Visa application process.
  - Assisting with daily activities and administrative tasks.
  - Ensuring & coordinating all work running smoothly.
- Process Executive  
Cognizant Technology Solution 2020-2022
  - Meeting the productivity and quality targets within the established timeline
  - Floor support.
  - Cross utilization.
  - Reviewing the tax data pf country base.
- Data Entry Analyst  
Silicon Software Inc June 2018- June2020
  - Uploading TDS and tax filing for customers.
  - Govt. document process.
  - Filing tender document.
  - Data sorting