



SANJANA ELDOSE

Experienced administrative professional with talents in filing, copying and information management. Reliable in assisting staff and completing tasks with minimal oversight.

CONTACT

- Abu Dhabi
- +971543972784
- sanjanaeldose@outlook.com

SKILLS

- Credit and cash transactions
- Issue resolution
- Customer Assistance
- Cash management
- Cash counting

LANGUAGES

Malayalam: First Language

English: B2
 Upper Intermediate

Tamil: B2
 Upper Intermediate

Hindi: A2
 Elementary

EXPERIENCE

Filing Clerk

Chalhoub Group (Real Emirates LLC) - Dubai, United Arab Emirates

- Operated and maintained various office machinery such as printers, fax machines and photocopiers to keep office running smoothly.
- Coordinated communications between various departments to schedule meetings and keep company informed on critical matters.
- Managed client communications by answering phones and corresponding through email.

Branch Service Associate

Mini Muthoot Nidhi Finance - Kerala, India

- Identified and eliminated errors when balancing cash point transactions, teller cash dispensers and teller cash recyclers.
- Responded to and assisted customers with account inquiries.
- Explained bank services, financial products and applicable fees to customers to offer comprehensive service.
- Reconciled cash and cheques against computer records at end of shift.

Customer Service Executive

Mathrubhumi Printing & Publishing Co Ltd - Kerala, India

- Actively listened to customers to fully understand requests and address concerns.
- Handled customer concerns and escalated major issues to supervisor.
- Maintained clean, safe working environments to eliminate accident risks.

EDUCATION

2015
 Bachelor of Science Botany
 St. Teresa's College, Mahathma Gandhi University - Kerala, India

2012
 Higher Secondary
 Government Higher Secondary School - Vennala, Kerala

2010
 SSLC
 St. Teresa's Convent Girls High School - Ernakulam, Kerala

VISA DETAILS

- Husband Visa

PERSONAL DETAILS

Date of Birth: 09-07-1994
 Passport No: S6919818
 Passport Expiry: 31-08-2028
 Nationality: Indian