



SONALI BIJU

ADMINISTRATIVE ASSISTANT

➤ WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

2024

FERROFAB FZE, DUBAI, UAE

- Answer customer inquiries through email, chat, or phone calls in a timely and professional manner
- Attending telephone calls and arranging hotel bookings and flights
- Resolve customer complaints and issues with a positive attitude
- Overseeing and managing the services centre's scheduling and workflow
- Proficient in preparing and documenting gate passes with exceptional attention to detail.
- Provide administrative support to the team as needed, including scheduling appointments, preparing reports, and maintaining databases

➤ EDUCATION

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCE, KERALA, INDIA

2018-2021

B.Com (Finance and Taxation)

ST GEORGE'S HSS, KERALA, INDIA

2015-2017

Higher Secondary Education

➤ SKILLS

- MS Office
- Accounting Knowledge
- Good Communication
- Leadership Quality
- Dedicated

➤ ACHIEVEMENTS

- Served as the Secretary of the college's Entrepreneur Club
- Elected as the class representative in college Engaged in sports activities
- Achieved first place in the shot-put competition

PROFILE


Highly organized and efficient administrative professional with experience in support roles. Exceptional collaboration skills. Proficient in office suites, record maintenance, and handling confidential information. Thrive in dynamic environments demanding adaptability and solutions. Committed to continuous learning and professional development.

CONTACT ME

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OTHER

Visa Status: Visit Visa

IELTS - 5.5 Score

LANGUAGE

English

Hindi

Malayalam

Tamil