

SIVALAL SADASIVAN

Administrator

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PROFILE

Experienced Administrator with a demonstrated history of working in the education management industry seeks to join your growing organization as an Executive Office Administrator, Skilled in Management, Supervisory skills and Training. Competent in prioritizing, organizing and working with little supervision, ensuring things run smoothly behind the scenes of a busy office.

CORE COMPETENCIES

- ❖ Tolerant and flexible
- ❖ Interactive communication skills
- ❖ Cash register familiarity
- ❖ Friendly demeanor
- ❖ Outstanding interpersonal skills
- ❖ Training and development
- ❖ Office administration
- ❖ Staff management
- ❖ Technological instruction [SMART Board aptitude]
- ❖ Travel arrangements *etc.*

PROFESSIONAL EXPERIENCE

ZAMIL TRAINING CENTER (ZHIIT- SAUDI ARABIA)

Administrative Secretary cum Department Supervisor November 2012 – Sep 2019

- ❖ Computerized office activities, maintained customer communications.
- ❖ Handled cash register, returns and refunds.
- ❖ Responded to customer questions and requests in a sincere and friendly manner.
- ❖ Completed all daily tasks and special assignments with an efficient and quality-driven approach.
- ❖ Assisted customers with prompt and polite support in-person and via telephone.
- ❖ Handled all customer relations issues in a gracious manner and in accordance with company policies

SHAVIYANI A.E.C - MOE MALDIVES

ESL Trainer, September 2007 – November 2012

- ❖ Worked with other teachers and administrators to evaluate and revise school programs.
- ❖ Created lesson plans and scheduled each day to promote maximum student learning and enrichment.
- ❖ Prepared quizzes, tests and examinations to gauge how well students were learning.
- ❖ Cooperated with parents to support students' learning and healthy development in school and at home

EDUCATION

MADURAI KAMRAJ UNIVERSITY, TAMIL NADU, INDIA

Master of Arts in English

KERAL STATE UNIVERSITY, KERALA STATE, INDIA

Bachelor of Art in English, May 1992

SARVODAYA VIDYALAYA TRIVANDRUM, KERALA, INDIA

Grade X (ICSE) March 1986

ADDITIONAL SKILLS

- Proficient in Microsoft Office
- Bilingual Malayalam and English
- Audio-visual aid implementation
- TESOL & IELTS Certification
- Group and individual instruction
- Classroom discipline
- Kind and empathetic educator

REFERENCES

✓ Mr. Mohammed Naseer

Deputy Principal, Shaviyani A.E.C

MOE, Republic of Maldives

✓ Dr. Mohammed Abdullah Sharif

Training Director ZHIIT (<http://www.zamil-training.com>)

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