



Sajitha.K.V

To work in an organization where I can utilize my academic and personal strength to add value to the organization and at the same time update my knowledge and enhance my skills which would create a positive impact on every job I undertake.

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☎ 9946645940

📍 Trivandrum

|| Married

🌐 DOB : Feb 16,1986

WORK EXPERIENCE

Admin Assistant- Office Administration



March 2017 – May 2019

Doha-Qatar

Achievements/Tasks

- Consolidating all the expenses and coordination with Finance department
- Coordinating training and meetings
- Onboarding Formalities
- Visa Processing and Travelling coordination
- Preparing letters
- Sharing overtime and Payroll inputs to the HR department
- Administering office stationery (supplies, books, materials, office equipment, etc.)
- Preparing employee data in HRIS and filing
- Handling Onboarding formalities
- Updating attendance details of staffs and forwarding the same with Dubai office
- Collection efforts with customer services and sales department

Junior Executive-Finance & Accounts



February 2012 – January 2014

Info park -Kochi

Achievements/Tasks

- Handling Ship owning, real-estate accounting, container leasing and petty cash
- Transferring of funds from core book to ship owning accounts for crew wages payments and other expenses.
- Bank reconciliation on weekly and monthly basis.
- Billing the slot invoices and processing for approvals

HOBBIES

Travelling and Indoor Gardening

LANGUAGES

English

Full professional Proficiency

Tamil

Full Professional Proficiency

Malayalam

Full Professional Proficiency

SKILLS

MS Office

Accounts payable

Team Player

Invoice Management

ERP Processing

Decision Making

Administration

Adaptability

Taxation

Accounting

Human Resources

CERTIFICATIONS

Undergoing

EDUCATION

— Master's in Business Administration Bharathiyar University, Coimbatore

06/2010 - 01/2012

Courses

- Human Resources -Bharathiyar University

— Master in International Business SNMV,Coimbatore

06/2006 - 05/2008

Courses

- Logistics & Global Shipping -Bharathiyar University

— B.B.M SNGC, Coimbatore

06/2003 - 05/2006,

Courses

- Business Management - Bharathiyar University

INTERNSHIP PROJECTS

— Comparison of FCL and LCL . Coimbatore

REFERENCES

Will be available upon request.