



SANDHIYA

CONTACT

-  8524884680
-  sandhiyak1409@gmail.com

EDUCATION

- K Arumuganadar girls hr sec school. 2021
- K Arumuganadar girls school 2023
- Apollo arts and science college north Chennai. 2024-2027
- Bsc computer science

SUMMARY

Executive assistant with ten years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

SKILLS

- Time management
- Communication skills
- Calendar management
- Event Planning