

# RESUME

## **SAJIN MEERASAHIB**

Al Khail Gate ,Dubai

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### **Career objective**

To become a successful profession in an innovative and competitive world, which will help me to explore myself fully and realize my potential. I am willing to work as a key player in challenging and creative environment. I am also confident my ability to work in a team and Intend to build a remarkable career with leading corporate world with committed & dedicated people, to achieve high career growth through a continuous learning process and keep myself dynamic and competitive with the changing scenario of the world.

### **Competencies Overview**

- Strong academic record. A good theoretical and practical understanding. Possesses excellent interpersonal, analytical, communication, Negotiation, Contract management and Contract Administration and presentation skills.
- Updating databases with confidential and relevant information and Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.
- Coordinating and communicating activities for the Office, including all employee events and arranging interviews and confirming interviews by email.
- Supported the Director and Senior Leadership of the business by providing administration support for their roles. This included completing staff roles, as well as working with the management team on ad hoc tasks as required.
- Acting with the highest ethical standards and always treating others fairly & with respect.
- Active team member with self-drive and motivation
- Dedicated to the job with a strong drive to succeed and a can-do attitude

Academic Qualifications			
Course	University/Board	Institution	Year of passing
<b>B.SC Multimedia &amp; Animation</b>	Annamalai University	Image, Digital Media College,	2015
<b>XII<sup>th</sup>(HSE) SCIENCE</b>	Board of Higher Secondary Examination	M.E.A .English Medium H.S.S	2009
<b>X std</b>	Board of public Examinations Kerala State	MEA English Medium H.S.S	2007

#### Other Qualifications: Short term / Part term courses

Course	University/Board	Institution	Year of passing
<b>TALLY</b>	G TEC	G Tec Computer education	2016

#### CAREER EXPERIENCE

- 1 Year of experience in a computer centre as faculty and office assistant, Kollam
- 2.5 years of experience in Alabbar LLC as Supervisor ,Dubai, UAE
- 6 months of experience as office assistant in a travels, Kollam

#### PERSONAL DETAILS

- **Date of Birth** : 23-10-1990
- **Marital Status** : Single
- **Visa entry permit no.** : 301 / 2021 / 77/ 0484269- visit visa
- **Passport no.** : N9099690
- **Languages Known** : English, Hindi, and Malayalam
- **Height** : 170 cm

Kindly arrange an Interview to evaluate my Professional Efficiency, Qualities and Caliber. I am expecting your call at the earliest possible date

31-11-2021

SAJIN M S