



## INTRODUCTION

Hi there! I'm Sajila I am a problem solving expert, Front office Management, People Management and Workforce Allotment are my forte.

## PROFESSIONAL SKILLS

Organized

Verbal & Written Communication

Time Management

Workforce Management

Adept in Technology

Strategic Planning

Resourcefulness

Detail-Oriented

Multi-Tasking

## CONTACT DETAILS

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Aniyoor Temple Sreeram Company  
Chempazhanthu PO  
Thiruvananthapuram Kerala-695 587

## MY INTERESTS

Reading and Writing

Puzzles (Crosswords)

Childcare

Yoga

Travelling

Studying

# SAJILA MARIAM SUNNY

ADMINISTRATION AND PROBLEM SOLVING SPECIALIST

## CAREER PROGRESSION

### LOYOLA SCHOOL TRIVANDRUM

- **EXECUTIVE ASSISTANT TO THE PRINCIPAL , APRIL 2022  
TILL PRESENT**
- **COORDINATE EXECUTIVE COMMUNICATIONS, INCLUDING  
TAKING CALLS, RESPONDING TO EMAILS AND  
INTERFACING WITH CLIENTS**
- **PREPARE INTERNAL AND EXTERNAL CORPORATE  
DOCUMENTS FOR TEAM MEMBERS AND INDUSTRY  
PARTNERS**
- **SCHEDULE MEETINGS AND APPOINTMENTS AND MANAGE  
TRAVEL ITINERARIES**
- **ARRANGE CORPORATE EVENTS TO TAKE PLACE OUTSIDE  
OF THE WORK PLACE, SUCH AS GOLF TOURNAMENTS,  
FUND-RAISING EVENTS AND STAFF APPRECIATION EVENTS**
- **MAINTAIN AN ORGANIZED FILING SYSTEM OF PAPER AND  
ELECTRONIC DOCUMENTS**
- **UPHOLD A STRICT LEVEL OF CONFIDENTIALITY**
- **DEVELOP AND SUSTAIN A LEVEL OF PROFESSIONALISM  
AMONG STAFF AND CLIENTELE**
- **PROFICIENCY IN COLLABORATION AND DELEGATION OF  
DUTIES**
- **STRONG ORGANIZATIONAL, PROJECT MANAGEMENT AND  
PROBLEM-SOLVING SKILLS WITH IMPECCABLE MULTI-  
TASKING ABILITIES**
- **EXCEPTIONAL INTERPERSONAL SKILLS**
- **FRIENDLY AND PROFESSIONAL DEMEANOR**
- **WORKED AS AN ONLINE TUTOR FOR STUDENTS OF CLASS 1  
FOR TWO MONTHS DURING COVID TIME FEBRUARY 2022 -  
APRIL 2022**

## **Spring Garden Dental Clinic**

Administration Staff , February 2010– September 2015

- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- Dealing with email inquiries
- Maintain and resolve vendor and customer relations.
- Human Resource Activities.
- Managing documents and files
- Assisting in various daily operations
- Scheduling and coordinating meetings, interviews, events and other similar activities

## **Lecole Chempaka , TRIVANDRUM**

- LKG Teacher , September 2009 – January 2010

## **Academic Background**

### **NMIMS , Bangalore**

- MBA ( OPERATIONAL MANAGEMENT ) Online Ongoing

### **LONDON COLLEGE OF TEACHERS AND TRAINERS**

- PG DIPLOMA LEVEL PRE AND PRIMARY TEACHERS TRAINING (Ongoing , Online Mode )

### **APTTI TEACHERS TRAINING ACADEMY**

- PG DIPLOMA IN MONTESSORI (Online Mode )  
Course completed , Results Awaiting

### **MG University Kottayam**

- Bachelor of Business Administration (2009) Regular Mode

## **Personal Profile**

Passport No: P1806551

Nationality : Indian

Gender : Female

Marital Status : Married

Husband's Name : Denny Thomas

Languages Known : English, Malayalam, Hindi