



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
Chempazhanthy 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