



SOWNDARYA S AMIN

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PERSONAL DETAILS

Date of Birth: 15-SEP-1997

Marital Status: Single

Nationality: India

Linguistic: English, Hindi Tulu, Malayalam, Kannada

Place: Dubai, Mankhool

Visa Status: Visit visa

QUALIFICATION

CERTIFICATIONS AND TRAINING

- Bachelors Of Business Management – Vijay College Mulki, Mangalore (2015-2018)
- Narayan Guru Camp PU College Mangalore, India -12th Grade (2013-2015)
- SSLC (10th Grade) – Narayana sanil school Haleyangadi, Mangalore (2013)
- Diploma in computer Application

OBJECTIVES:

Support to the Executive mainly and provide additional support to executive team members, as directed, to ensure that company goals and objectives work more efficiently across all areas of my responsibilities. These objectives will help the processes and ensure better outcomes for the team and to our guests and clientele.

Maintain and refine internal processes that support high-ranking executive's and coordinate internal and external resources to expedite Workflows.

Plan and orchestrate work to ensure that senior executives' priorities are met, organizational goals are achieved, and best practices upheld.

Work History:

HR & Administrative New extreme sports trading (July 2023-Dec 2023)

- Manage professional and personal scheduling including email, phone calls and client management
- Manage senior executive's admin follow-up and arranging the meeting
- Provide administrative and office support, spreadsheet creation of filing system and contacts database
- Responding all platforms guest reviews respond
- Issuing salary certificate managing attendance of the staffs
- Dealing with queries on the phone and processing for the WPS card.
- Managing and keeping records of the employee's insurance.
- Calling the clients for feedback.

Operation coordinator Air Arabia - Cozmo Travel (Nov 2022 - Apr 2023)

- Immigration application process
- Processing the Visa application.
- Assisting with daily activities and administrative tasks.

SKILLS

- ✓ Strong analytical, communication and interpersonal skills.
- ✓ Ability to learn quickly – proven aptitude in acquiring new skills.
- ✓ Prioritizing workloads to reflect business needs
- ✓ Time management.
- ✓ Good communication skills.
- ✓ Ability to work under management pressure.
- ✓ Self-motivated and positive attitude.
- ✓ Strong work ethic – professionalism, commitment, and reliability.
- ✓ **Computer Awareness:** Windows, Outlook, MS Office - Word, Excel, PowerPoint

- Ensuring & coordinating all work running smoothly.
- Processing ban documents.

Process Executive Cognizant Technology Solution (July2020-July 2022)

- Meeting the productivity and quality targets within the established timeline.
- Floor support.
- Cross utilization
- Reviewing the tax data pf country base

Data Entry Analyst Silicon Software Inc (June 2018- June 2020)

- Uploading TDS and tax filing for customers.
- Govt. document process
- Filing tender document
- Data sorting
- Maintaining the cash.