

ANJALI A NAIR

School Administrator | Academic Coordinator | Office Assistant | Online Sales Executive

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LinkedIn Profile

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Sharjah, UAE

Professional Summary

Administrative and operations professional with over five years of experience in office administration, academic coordination, customer service, and online sales operations. Demonstrates strong expertise in data entry, documentation management, client communication, CRM tools, and workflow coordination. Proven ability to manage administrative processes, support academic operations, handle customer interactions, and improve organizational efficiency. Skilled in multitasking, record management, and delivering high-quality service in fast-paced environments.

Core Skills

- Office Administration and Administrative Support
- Academic Coordination and Student Management
- Data Entry, Documentation and Record Keeping
- Customer Service and Client Relationship Management
- Online Sales, Order Processing and Coordination
- MS Excel, Word, PowerPoint and Reporting
- Email Communication and Correspondence
- Scheduling, Calendar Management and Coordination
- File Management and Office Operations
- Problem Solving and Multitasking
- Communication and Interpersonal Skills

Professional Experience

System Engineer – Support/Admin

Tata Consultancy Services, Kochi

- Managed data entry, documentation, and record management ensuring accuracy and compliance with organizational standards.
- Coordinated client communication, email correspondence, and service requests ensuring timely resolution.
- Handled administrative tasks, reporting, and workflow coordination improving operational efficiency.
- Supported team coordination, scheduling, and task management ensuring smooth daily operations.
- Assisted in customer support and issue resolution enhancing client satisfaction and service quality.
- Ensured compliance with process standards, documentation protocols, and quality guidelines.

Projects

Automated Fogponic System for Smart Farming

2019

- Developed an IoT-enabled smart agriculture system using ultrasonic mist technology for automated irrigation and nutrient delivery.
- Implemented real-time monitoring, sensor integration, and environmental control to optimize plant growth and resource utilization.
- Improved efficiency in water management, precision farming, and sustainable agriculture practices.

Automatic LPG Weight Monitoring System

2018

- Designed a load cell-based monitoring system to measure LPG cylinder weight at defined intervals ensuring safety and accuracy.
- Integrated mechanical structure and sensor-based measurement system for automated detection and reporting.
- Enhanced gas usage tracking, safety compliance, and operational efficiency.

Advanced Driving Monitoring System

2017

- Developed a driver behavior monitoring system analyzing multiple parameters to evaluate driving performance and safety.
- Implemented real-time data processing and performance analysis to detect driving errors and risk factors.
- Improved road safety, driver efficiency, and accident prevention mechanisms.

Life Saving Spectacle System

2016

- Designed an IR sensor-based eye blink detection system to monitor driver alertness and prevent accidents.

- Implemented embedded system control and real-time alert mechanisms for detecting unconsciousness.
- Enhanced safety automation, human-machine interaction, and accident prevention systems.

Technical Tools

- MS Office: Excel, Word, PowerPoint
- CRM and Data Management Tools
- Email and Communication Platforms
- Documentation and Reporting Systems
- Basic Web Technologies (HTML, CSS)

Education

M.Tech in Embedded Systems

Vidya Academy of Science and Technology, Thrissur, Kerala

2017 – 2019

B.Tech in Electronics and Communication Engineering

Thejus Engineering College (University of Calicut), Kerala

2013 – 2017

Certifications

- CCNA – Networking Fundamentals
- Business Strategy and Operations Certifications
- Best Team Award – Tata Consultancy Services

Additional Information

- Visa Status: UAE Husband Visa
- Languages: English, Hindi, Malayalam, Gujarati
- Availability: Immediate