**Lida**

**Lida.150810@2freemail.com**

|  |  |
| --- | --- |
| **Profile** | **Administrative support professional** offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skills** | **Office Skills:** | *Office Management**Records Management* *Database Administration* | *Spreadsheets/Reports**Event Management**Calendaring* | *Front-Desk Reception**Executive Support**Travel Coordination* |
| **Computer Skills:** | *MS Word**MS Excel**MS PowerPoint* | *MS Outlook**MS Access**MS Project* | *MS Publisher**FileMaker Pro**Windows* |
| **Experience** | **Shri technologies, kochi, kerala, india** | **Admin executive & H R Assistant ,** **Jan** 2015 to July 2017 |
| Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the executive to the registrar and admissions offices. Coordinated travel arrangements, maintained database, Man Power recruitment, Mentor for students, software maintenance and ensured the delivery of premium service to Organisation. Quickly became a trusted executive known for “can-do” attitude, flexibility and high-quality work.  ***Highlights:*** |
| * Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new students. Established strong relationships to gain support and effectively achieve results.
* Helped coordinate dozens of recruitment events (average of 12 large gatherings per year) that contributed to consistently high enrollment levels.
* Entrusted to manage office in the supervisor’s absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
* Co-developed comprehensive, 60-page training manual that enabled faster ramp-up for newly hired support staff.
* Developed innovative PowerPoint presentation used by the Office of Admissions to market executive support programs to potential students.
* Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.
* Organize staff schedules each week.
* Work with colleagues and marketing staff on special projects as needed.
* Collect data for reports and develop presentations.
* Oversee training of new administrative personnel
* Monitor office usage of supplies and reorders as needed, Managing Bio – Metric devices, Managing CCTV Camera, Resolving Software errors, worked closely with system administrator to perform software installations.
* **MIS & Operations:** Preparing Monthly reports, Maintaining Data sheet for the reports, Preparing Google sheets for the Top Level, Must be self-directed and able to complete projects with limited supervision, Co-ordinating with State Level team, make travel, Assist with financial reports as required, Month end duties as required
 |

|  |  |
| --- | --- |
| **Strengths** | * Goal-driven and passionate about work
* Proficiency in Microsoft Word, Excel, and PowerPoint
* Great interpersonal and communication skills
* Ability to manage travel plans and organize tasks effectively
* Highly commendable administrative and managerial skills
* Efficiency in getting the best deals online
* Outstanding problem-solving abilities
* Receptiveness to new ideas and other people’s insights
* Admirable resourcefulness
* Ability to speak fluently and confidently before a large audience
 |

|  |  |
| --- | --- |
| **Education** | * **Mahatma Gandhi University** , Kerala 2011-2014Master in Computer Applications
* **St Aloysius College, Mangalore, Karnataka 2008-2011**Bachelor of Computer Applications
* **Govt. Higher Secondary School, Kadannapplli, Kerala 2006-2008**
 |
| **Courses** | * Master eSOP by NIRD Central Government of India Workshop
* Tally ERP
* workshop in Drupal by IIT in 2013
 |

**Personal information**

* Civil Status: Married
* Date of Birth:   June 29, 1991
* Nationality: Indian
* Hobbies:  Traveling, Reading novels, Gardening, Swimming, Painting