**RESUME**

**Gomathi**

**Gomathi.371510@2freemail.com**

**CAREER OBJECTIVE**

A responsible & challenging position in **IT/Office Administration** with a reputed organization, where my skills, capabilities, experience and accomplishment will allow myself for the opportunity related with career expertise.

**PERSONAL PROFILE**

* Mange Phone Calls & Emails.
* Create and update of Customer Profiles.
* Prepare quotations, receive LPOs and process the Sales invoice & delivery.
* Follow up with customers for payments.
* Manage & arrange appointments with Customers.
* Prepare reports and presentation whenever requires.
* Keep track of employee’s files and attendance.
* Assist to prepare payroll.
* Co-ordinate with all departments for smooth operation in office.
* Core Team member in board of examination- Tamil Nadu, India.
* Examiner & Practical Examiner of University Exams.

**PROFILE SUMMARY**

* 5+ years of experience as **Office Administrator** from **March 2012 to May 2017 Winning Star Group of Companies-Ajman**, UAE.
* 3+ years of experience as **System Administrator & Head of IT Department** from **May 2005 to August 2008** in Aries Polytechnic **Tamilnadu, India**
* 5 years of experience as **Lecturer** from **April 2000 to April 2005** in Government College, Tamilnadu, India.
* Professionally Qualified with **Master of Computer Applications MCA and Bachelor of**

**Science B.Sc., (Mathematics).**

**TECHNICAL SKILLS**

**Microsoft Platforms**

* Windows (All Versions).

**Application Software**

* MS Visual Basic, MS Office 2016 (Excel, Word, Power point, Access, Outlook).
* MS Access, SQL Server.
* Access Reports.

**PROFESSIONAL QUALIFICATION**

* **Master of Computer Applications (1997-2000).**
* **Bachelor of Mathematics (1993-1996).**

**TRAINNING**

* Six months experience on Web Project Development at IBS INFOCOM (P) Ltd.
* Six months experience on Academic Project Development at A.D.M. College for Women, Nagappattinam, India

**PERSONAL DETAILS**

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|  | Nationality | : Indian |
|  | Date of Birth | : 02nd March 1976 |
|  | Marital Status | : Married |
|  | Visa Status | : Residential Visa (Visa has cancelled due to spouse job change) |
|  | Languages known | : English, Tamil and Malayalam |