



## ASWATHI

OFFICE ADMINISTRATOR

### CONTACTS

✉ [aswathi@2freemail.com](mailto:aswathi@2freemail.com)

☎ 971504753686

Husband Visa

### EDUCATION

- MBA (HR & Finance (Kannur Uni))
- BBA (Kannur University)

### CORE SKILLS

- Writing and verbal communication
  - Client management
  - Time management
  - Creativity

### OBJECTIVE

Enthusiastic Commerce Graduate Seeking a Management role in a dynamic organization, to contribute my expertise in the field of Commerce, Human Resources, Administration, and Accounts to contribute to the organization's growth and competitiveness and to chart a mutual growth path.

### PROFESSIONAL EXPERIENCE

#### Administrator Officer

Studio ABC Architects – Kerala | 2021 – 2023 (Architecture Firm)

- Arranging meetings schedule with clients
- Prepare regular reports on expenses and office budgets
- Procurement assistance
- Update office policies as needed
- Organize a filing system for important and confidential company documents

#### Administrator Assistant

S3T Koncepts – Dubai, UAE | 2019 – 2020 (Fit out Company)

- Front office management and answering the calls
- Visitors appointments scheduled and maintain the records
- Schedule and coordinate staff and other meetings
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence.

## COMPUTER SKILLS



## PERSONAL INFO

Nationality : Indian  
 Gender : Female  
 Material Status : Married

### Customer Relation Officer

KVR Motors - Kerala | 2019 – 2019 (Jeep Showroom )

- Handle the concerns of customers
- To rectify issues experienced by individual customers as well as aim to improve the organization's overall customer satisfaction ratings
- Answering the telephone; relaying messages
- Training Staffs
- Monitoring Competitors

### Administrator Officer

Cindrebay – Kerala | 2017 – 2019 (School of Fashion & Interior Design)

- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies
- Provides payroll information by collecting time and attendance records
- Management of petty cash transactions
- Ensuring all payments amounts & records are accurate
- Maintain financial files and records
- Ensure transactions are properly recorded and entered the computerized
- Contributes to team effort by accomplishing related results as needed
- Maintains quality service by following organization standards

### Office Assistant

Medcity International Academy –Kerala | 2015 -2017 (Academy)

- Handling incoming calls and other communications
- Managing filing system
- Recording information as needed
- Greeting clients and visitors as needed
- Performing general office clerk duties
- Creating, maintaining and entering information into the database