



JAYESNA DAS V.C
ADMINISTRATIVE ASSISTANT
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PROFILE

To strive for excellence in the field of administration – with dedication, active proactive approach, positive attitude, passion and utilize my knowledge and skills in the best possible way for the fulfillment of organizational goals. Currently looking to work for an employer who offers a modern and friendly working environment.

STRENGTHS

2+ years of gulf rich experience.

Facility Management & Supervision

Strong Commitment to achieve excellence

Excellent ability to multi-task & meet deadlines.

Self-Starter

Positive Attitude

Good Communication Skills

Operation Management

Education

- B.A Degree Graduation - Viswabarathi Gurukul Siksha Sangam Tamil Nadu
- Advanced Diploma in Commercial Application -Manipal Institute of Computer Education Goa
- Electronic Office Course - Sree Shankaracharya Computer Education Thalassery

Work Experience

Administration Assistant (2019 - 2021) Al Tamimi Engineering Services LLC, Redcube Systems LLC, Elite Pest Control LLC, Kalamandalam Dance & Music Center

- Performed office related duties like maintaining files, documentation works, confidential documents, overtime, offer letters, warning & termination letters as per the superior's instruction.
- Performed general administration support including mail-outs, photocopying, and filing of equipment supplies.
- Answering phone calls, handling enquiries and providing information.
- Preparing and issuing employment contracts to new employees.
- Handled Passport and Visa application process (new visa, visa renewal, visa cancellation, passport renewal).
- Provide general information to newly joined employees regarding HR procedures.
- Maintaining accurate personnel records, writing job descriptions for upcoming vacancies.
- Inviting job applications for interview. Conducting employee review, appraisal and induction. Assisting in the recruitment process along with the senior team.

SKILLS

MS Office(Word Excel, Outlook, Presentation)

Google Drive(Docs, Sheets, Slides, Forms)

Spread Sheets(Excel, Google Sheets) Email (Outlook)

Presentations/Slideshows (Power Point, Google Slides, Canva)

AREAS OF EXPERTISE

Manage phone calls and correspondence

Manage Agendas/travel arrangements/appointments etc. for the upper management.

Track stocks of office supplies.

Welcome Visitors in a warm and friendly manner Budgeting processes

Receive deliveries; sort and distribute incoming mail.

Maintaining attendance Sheet.

Employee Visa Process.

Maintaining reception area and all common areas in a clean and tidy manner at all times.

LANGUAGE SKILLS

English – Read, Write & Speak

Hindi – Read, Write & Speak

Malayalam – Native Tongue

Konkani – Read, Write & Speak

PERSONAL DETAILS

Nationality : Indian
DOB : 10th March 1988
Marital Status: Married
Visa Status : Visit Visa
Gender : Female

- Handling feedback and reporting to seniors.
- Welcoming visitors in a warm and friendly manner, and answer any questions visitors have.
- Maintain visitor's area and all common areas in clean and tidy manners at all times.
- Operate standard office equipment on a regular basis, including fax machine, copy machine, and computer.
- Keep detailed and accurate records of visitor request and of calls received.
- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Track stocks of office supplies and place orders when necessary.
- Create and update records database with personnel, financial and other area.

Office Manager (2017 – 2019) - Premier Electricals, Goa

- Organizing office operations and procedures.
- Maintaining attendance and emails
- Maintaining and keeping record of the agreements and their renewal.
- Create and modify documents such as invoice, reports, letters preparing payroll, controlling correspondence, Generate MIS.
- Actively involved in day-to-day activities like attending calls and maintaining records.
- Maintain the general office filing system.

Teacher (2015-2017) Kidzee Preschool, Thalassery, Kerela

- Teaching Kindergarten Students.
- Handled office administration work.
- In charge of stationary inventory and housekeeping consumables.