

Varada Nandakumar

ADMINISTRATIVE ASSISTANT

EDUCATION

2020- Master of Commerce & Post Graduate Diploma In Business Management, IGNOU

2018 - Bachelor Of Commerce, Calicut University

EXPERIENCE

Administrative Assistant 2023- Present

Ovyond electromechanical & contracting llc

- Supervise schedules for all executives.
- Collaborate with the HR department to facilitate prospective recruitment.
- Train new administrative assistant interns in office management procedures.
- screened and directed phone calls , emails, and inquires, providing a professional and courteous point of contact for clients and staff

2019-2022 Office Intern

Krishnamoorthy & Krishnamoorthy chartered accountant

- scheduling meeting , appointments and calender Management
- interact with clients or visitors,providing a professional and welcoming atmosphere
- Answered phone calls and emails from clients
- Be open to learning and training opportunities, and actively seek to acquire new skills and knowledge

CONTACT

@ varadaarun08@gmail.com

+971- 0506043021

Al Quasmia, Sharjah

PROFILE

Highly experienced and dedicated administrative assistant with Three-years of experience in supporting executives and team in fast-paced office environment. Excellent time management skills to provide clerical support to other personnel and executives. Seeking to leverage my administrative expertise to enhance productivity and efficiency within a dynamic organization.