



## About Me

Experienced administrative professional with one year of hands-on experience in efficiently managing office operations and providing comprehensive administrative support. Proficient in handling a wide range of tasks, including scheduling appointments, manage correspondence, and coordinating meetings. Demonstrated ability to prioritize tasks, solve problems, and communicate effectively with stakeholders at all levels. Seeking to leverage proven skills and dedication to contribute to the success of a dynamic organization.

## Certifications

- Medical Coding | Swinfosys  
Chennai, India
- Biomedical nanotechnology  
Chennai, India

## Skills

- Problem-Solving Skills
- Adaptability
- Creativity
- Team Player
- Communication Skills

## Expertise

- MS Word
- Spread sheet
- Power Ponit
- Outlook

## Language

- English
- Tamil

## Work Experience

2023- 2024 Ravindra Bharathi Global School

6 Months Pallikaranai, Chennai

- Welcome and greet visitors and guests entering the premises in a professional manner.
- Maintain accurate bookkeeping records to ensure properly documented and organized.
- Oversee the admission process, assisting prospective students or clients with necessary paperwork and inquiries.
- Manage online job recruitment platforms, posting job openings, and coordinating interview and meeting schedules.
- Supervise housekeeping staff, security personnel, drivers, and technicians to ensure smooth operations.
- Handle vendor management, including negotiating contracts, ensuring timely deliveries, and resolving any issues.
- Manage incoming and outgoing calls, directing them to the appropriate departments or individuals as needed.
- Monitor inbound and outbound emails, responding promptly to inquiries and forwarding messages as required.
- Maintain inventory levels through indent management and coordinate with relevant departments for replenishment.
- Ensure the maintenance and upkeep of transportation vehicles to guarantee their safety and functionality.

## Education

2018 -2020 M.Sc Plant Biology and Plant Biotechnology  
Completed with 85% in S D N B Vaishnav College For Women

2015 -2018 B.Sc Plant Biology and Plant Biotechnology  
Completed with 69% in Meenakshi College For Women

2014 - 2015 Higher Secondary School Certificate  
Completed with 58% in St. Anne's Girls Higher Secondary School

2012 -2013 Secondary School Leaving Certificate  
Completed with 85% in St. Anne's Girls Higher Secondary School

## Internship

2019- 2019 Plant pathology and Preservation of Botanical Specimens  
3 Months Government museum Chennai.

- Highly motivated and enthusiastic Conducting field surveys and inspections to identify and diagnose plant diseases, pests, and disorders.
- Collecting plant samples and specimens for laboratory analysis.
- Pressing and drying plant specimens using appropriate techniques and equipment
- Performing laboratory tests and experiments to study the nature and characteristics of plant pathogens
- Digitizing and photographing specimens for online databases or scientific publication

## Declaration

I hereby declare that the above mentioned details are true to the best of my knowledge

Place:

Date:

Gomathy M

