

# SRIRAM S

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## PROFESSIONAL SUMMARY

Seeking an environment which will help me to enhance my knowledge and allow me to prove my capabilities towards growth and betterment of the organization and self for the same. A positive attitude towards new things Highly self-motivated and problem solving abilities Possess strong interpersonal, communication & analytical skills Ability to analyze and achieve key results for company Employs perseverance, effective communication and organizational skills in overcoming obstacles and achieving professional goals

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## EXPERIENCE

### Admin Executive, 01/1 - Current

#### Sameera Construction Pvt Ltd - Chennai, TAMIL NADU

Handling various administrative and clerical responsibilities such as answering phone calls, taking and conveying messages, making appointments, ordering office supplies, etc.

- Scheduling inter-departmental meetings, coordinating the time schedules with the employees, and arranging food and other necessities.
- Handling and managing calendar schedules of management, making copies of required documents for the meetings, making travel arrangements.
- Organizing, compiling, and updating company records and documentation
- Assisting the HR department in scheduling, coordinating and executing training and other office events
- Helping the department heads as and when required
- Assisting Admin Executive Head in all day-to-day activities
- Coordinating with the housekeeping staff for daily activities

### Admin Executive, 09/2021 - 08/2022

#### Navia Markets Pvt Ltd - Chennai, TAMIL NADU

- Incredibly organized, detail-oriented and able to prioritize multiple assignments
- Knowledgeable about organizing team events
- Documents meeting minutes for staff, manage action items
- Maintain Calendar for multiple executives
- Coordinate with other to schedule meetings
- Provide general department administrative processes
- Leadership support
- Answer phone and deliver messages timely

### Admin Executive, 11/2017 - 07/2021

#### Fun Dreamz Global Marketing Private Limited - Chennai, TAMIL NADU

- Ensuring timely preparation and processing of expense reports
- Assist in coordinating Executive Team Meetings, company conferences and meetings with major customers with a high degree of professionalism and coordination
- Track all documents for approval and signage



## CONTACT

**Address:** No.17/3 southern shelters 4th cross street andal nagar adambakkam chennai, India 600088

**Phone:** 8056066126

**Email:**

sriramsrinivasan1990@gmail.com

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## CORE QUALIFICATIONS

- Communication skills
- MS Office and MS Excel

## **KanchiInstitutue Of Industrial**

GPA: 82

**2008**

## **AJS Nidhi Hr. Sec.School**

GPA: 60.6

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## **INTERESTS**

HOBBIES , Cricket Football

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## **HOBBY**

Cricket and Football