



ALEXANDER ARONOWITZ

ADMINISTRATION MANAGER

ABOUT ME

Hello! I am Hariharasudhan studying Bsc Computer science department I am self motivation others. I creat a new website in 3 years experience

CONTACT



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621715Ariyalur, Thirumanur

EDUCATION

- Bharathidasan University

**Rajah serfoji Government College
Thanjavur-613 005**

2023-2025

WORK EXPERIENCE

Assistant Manager

Hanover and Tyke, 2025- Now

- Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Administrative Assistant

Fradel and Spies, 2025 - 2026

- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

Administrative Assistant

Ingoude Company, 2025- 2026

- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.

SKILLS

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Spanish Language Proficiency