

CURRICULUM VITAE



Indumathi N
D/O Bhagya Lakshmi
#8, 7th Cross, Greenwoods Layout,
J.K.Halli, Varanasi Main Road
T C Palya, Bangalore - 560036

Mobile No: 8050895553

Email ID: n.indu88@gmail.com

Career Objective:

To seeking a challenging position where I can effectively contribute my skills as Professional, possessing competent skills and learn new things and utilize for my company and individual growth.

Technical Skills:

Operating System	:	Windows
Package	:	Ms Office, Internet, Tally 9...
Additional	:	Typing (Junior)

Work Experience:

Worked at Holiac Realty Pvt Ltd
As Secretary cum Administrator
From Oct 2013 – March 2016

Worked at T F Air Systems Pvt. Ltd
As Executive Assistant & Personal Secretary to M.D
From August 2007 – August 2012

Roles & Responsibilities at TF Air Systems

Formulating travel arrangement for Directors, Managers and Employees (air ticketing - domestic & international, Train Booking)

Managing calendar & meetings

Managing the inward & onward mail / couriers, screening of e-mails, forwarding & replying to the same

Tracking the appointment/calls and fixing up the appointments

Maintenance of records/ documents & files of all suppliers and vendors

Maintenance of records of all employees/ arranging the daily needs of sales & service team.

Maintenance of Stock registers (Inward & Outward)

Handling fax, scanner, and other important office equipments

Taking care of Credit card payments

Preparing Purchase Orders, Quotations, Invoices and following up for payments

Taking care of purchases for sales & service department

Day to day accounts activities like Purchase Entries, Sales Entries, Voucher entries, clearing payments for the vendors etc.

Roles & Responsibilities at Holiac Realty Pvt Ltd

Secretary to MD		
	Monitor upkeep register ALL ORIGINAL files for ALL our properties.	Recording and listing all of Companies and Associated company property listing.
		Upgrade of Listing on at required intervals
		Obtaining necessary Authorization from either MD or Program controller before allowing access to such files
		Maintaining record of Persons accessing such files
	To manage and maintain EMAIL accounts,	regular upkeep and clean up of E mail/Computers and upgrade Director's system requirements
	Manage Director's all Clubs related works. & personal works in her domain.	Upkeep records and share the same with Director on Quarterly basis
	Re ticketing – to also do rerouting, web check in, hotels, refunds follow up if any.	
	Coordination with Head office	
	Coordination of Director's all appointments on a daily basis.	
Admin Support	Incharge of Upkeep and maintenance of records of site security	To maintain the camera footage/ security records from all sites
	Communication to Tenants and Co Owners of HRPL and its Associate holdings	
		Communication with all Prime Co residents SPOC
		Maintaining records of Collection
		Maintaining records of Tenant Bills Etc
	Office Ticket Booking	
	Other General Records	Magazine/other subscriptions
		Recruitment Registry

		New staff Orientation
		Outgoing staff Closure Inventory
		Vendor Records Management
HR Activities	Responsible for recruiting staff	
	Responsible in disbursement of salary on monthly basis	
	responsible in completing formalities before issuing offer letter and take care of joining formalities	
General Maintenance: Taking responsibility of the everyday upkeep and general maintenance	Overseeing office maintenance will include organizing housekeeping staff/Housekeeping inventory/and general Maintenance of records	Register for Housekeeping Bathroom/Facilities - Office and Prime external
		Register for Landscape Care
		Inventory Records and requirements
		External facade maintenance register
		Records of In/Out Communication
		DG Maintenance records
		Electrical panel records
		Lift Maintenance
		Camera operation
		Security/Lift Boy management
		Stationary and office Inventory
		Office Bills Maintenance/Electrical/DATA /Telephone etc
		Office IT Service Management

Educational Qualification:

SSLC	St. Meeras High School
PUC(Commerce)	Jain College
Degree (B.Com)	Bangalore University (Correspondence)

Personal Information

Name : Indumathi. N

Father's Name : Nagaraj. A.L

Permanent Address : #8, 7th Cross, Greenwoods Layout,
J.K.Halli, Varanasi Main Road
T C Palya, Bangalore - 560036

Contact No : 8050895553

Date of Birth : 26th October 1988

Languages Known : Kannada, English, Telugu & Tamil

Hobbies : Listening to Music, dance, trekking

Declaration:

I hereby declare that the information given above is true to the best of my knowledge.

Date :

Place : Bangalore

INDUMATHI