

Vedanta Faugoo

Administrative Officer

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Summary

Vedanta Faugoo is a highly organized and detail-oriented professional seeking to apply strong analytical, communication, and problem-solving skills in an entry-level Administrative Officer role. With a proactive mindset and a keen eye for efficiency, Vedanta is eager to contribute to administrative operations by managing documentation, coordinating office procedures, supporting project management tasks, and ensuring smooth day-to-day functioning of office environments. Proficient in office software tools, data entry, and record management, and familiar with scheduling, reporting, and workflow optimization. Known for excellent interpersonal skills, a collaborative attitude, and the ability to handle multiple priorities with professionalism. Dedicated to delivering accurate, timely, and organized administrative support while continually learning and growing within the field.

Technical Skills

- Microsoft Office Tools
 - Word, Excel, PowerPoint, Access, Outlook
- Typesetting Tools
 - LaTeX, TeXStudio, TeXMaker
- Programming Languages
 - HTML5, CSS3, JavaScript, Python,
- Artificial Intelligence Tools
 - ChatGPT, Claude, Grok, Perplexity, Google Gemini, Microsoft Copilot, Meta Llama, Generative AI
 - HeyGen, ElevenLabs, Stable Diffusion, Lexica
- Adobe Tools
 - Acrobat, Photoshop, Premiere Pro, After Effects, Illustrator
- 3D Software Tools
 - Blender 3D, Adobe After Effects, Cinema 4D
- Audio Tools
 - FL Studio, Audacity, Adobe Audition, Ableton Live
- Graphic Design Tools
 - Figma, Canva

Soft Skills

- ❖ Communication Skills
- ❖ Active Learning
- ❖ Active Listening
- ❖ Teamwork
- ❖ Problem Solving
- ❖ Time Management
- ❖ Interpersonal Skills
- ❖ Intrapersonal Skills
- ❖ Integrity
- ❖ Confidentiality

Education

- **Droopnath Ramphul State College (DRSC)** **Oct 2021 – Nov 2021**
- GCE A Level
 - ❖ Private Candidate
 - ❖ Science Student
 - ❖ Mathematics, Physics, Chemistry
- **Beekrumsing Ramlallah State Secondary School (BR SSS)** **Jan 2015 – Nov 2016**
- School Certificate
 - ❖ Science Student
 - ❖ Mathematics, Additional Mathematics, Physics, Chemistry, Computer Science, English, French

Extracurricular Activities

- ✓ Badminton
- ✓ Football
- ✓ Music Day
- ✓ Food Day

Hobbies

- Internet Surfing
- Watching Movies
- Drawing
- Reading
- Gaming
- Listening to Music
- Photography
- Video Editing
- Music Editing
- Graphic Design
- Coding
- Reading STEM Research Papers
- Internet Memes

Work Experience

- **Remote Graphic Designer, Video Editor and Digital Marketer** **July 2022 – Apr 2025**
 - Vimaan 108 Electricals and Electronics Technology
 - Opposite Registrar 2nd Floor, ARC Building
 - Desforges Street N Corner SSR, & Newton Street, Port-Louis