

Sudhakar Shenoy, MD

Adult, Child and Adolescent
Psychiatrist

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About Me

Executive Assistant with more than 4 years of experience in administrative support to the corporate executives. Result-oriented with strong qualitative and quantitative problem-solving and prioritizing. Highly skilled in organizational scheduling, logical thinking, and communication management.

Expertise

- Proficient with CRM systems
- Experienced and effectively use MS Office Suite
- Proficient with cloud-based systems – Google Drive, Apple Suite, etc.
- Skilled in office basics, including printers, fax machines, scanners, etc.
- Typing speed: 85 WPM

Education

Fauget State University

May 2014
GPA: 3.4/4.0

Bachelor of Arts
in Marketing

Larana University

June 2017
GPA: 3.7/4.0

Bachelor of
Digital Marketing

Rimberio State University

May 2020
GPA: 3.9/4.0

Bachelor of
Business
Marketing

Work History

Larana Financial Inc.

Administrative
Assistant | 2014 – 2017

- Organized company appointment calendar
- Drafted confidential communications and filed expense reports
- Assisted 8+ monthly meetings, including their logistics, preparing materials and refreshments, scheduling with partners, and making facilities ready
- Planned company travel calendar, including reservations, ticketing, and transportation

Ginyard International Co.

Executive Assistant |
2017 – 2021

- Performed basic accounting duties, including purchase orders, invoices, and expense reports
- Coordinated communication and channels, planned logistical items (e.g., transportation, accommodation, etc.), and prioritized tasks around them
- Upheld confidentiality standards across all communication and documentation platforms