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Skills

- Highly responsible and reliable
- Adaptability
- Initiative and Problem-solving Abilities
- Attention to Detail
- Leadership

Summary

Dedicated and dependable Executive Assistant with over 9 years of experience providing top-notch administrative support to busy executives. Proficient in managing calendars, scheduling meetings and appointments, arranging travel, and coordinating events. Highly organised and detail-oriented with excellent communication skills.

Employment History

Jul 2023 - Aug 2023

Twin Health , Chennai – *Executive Assistant to Chief Executive Officer*

- Processing expenses and card returns.
- Handling confidential information with integrity.
- Working as part of the Executive Assistance function; collaborating with EAs across the organisation to share best practice.

Mar 2023 - Jun 2023

Tracxn, Bengaluru – *Executive Assistant to Chief Executive Officer*

- Acting as go-to point of contact for all internal and external communications; fielding emails and messages and managing correspondence as appropriate.
- Coordinating all travel arrangements; this includes but is not limited to itineraries, flight check-in, transportation to and from airport, etc.
- Participating in preparation for key meetings, preparing papers and taking minutes and following up actions as required.
- Managing and driving multiple projects and priorities at once, including off-sites and large scale events.

May 2022 - Mar 2023

PayU , Bengaluru – *Executive Assistant to CMO & CHRO- Contract*

- Providing high quality support to India CMO and CHRO as well as other heads of functions in India.
- Acting as gate-keeper, managing their time and workload to enable them to carry out their role and deliver their goals.
- Managing and maintaining calendars; taking a proactive forward planning approach to diary management.
- Keeping ahead of potential scheduling conflicts; using initiative to find solutions and communicate changes in a timely manner.
- Building strong relationships across the organisation with internal and external stakeholders.

May 2021 - May 2022

Verizon India, Chennai – *Executive Assistant to Director – Contract*

- Talent Transformation - Coordinate and execute ideas for staff training and recognition. Award nominations are tracked and informed to the Director, and awards are given appropriately. Holding Skip level meetings and coordinating them.
- Maintaining the organisation's Great Place To Work tracker.

Jan 2019 - Jun 2019

Microsoft India, Chennai – *Executive Assistant to Director – Contract*

- Headcount management includes new employee onboarding, vendor setup, and change requests. Acquisition of products and services such as computer equipment, office supplies, reference materials, and facility requests.

Mar 2017 - Jul 2017

Genesys India, Chennai – *Executive Assistant to Vice President – Contract*

- Managed administrative records for the Vice President and Leadership Team.
- Have hands-on Taleo experience and pulled reports on a weekly basis.

Jul 2015 - Jan 2016

Shell India, Chennai – *Executive Assistant to Vice President – Contract*

- Headcount management includes new employee onboarding, vendor setup, and change requests. Acquisition of products and services such as computer equipment, office supplies, reference materials, and facility requests.

Apr 2012 - Jun 2015

Microbase Computers Pvt.Ltd, Chennai – *Executive Assistant to Managing Director*

- Assist with administration tasks such as preparing purchase orders and invoicing, updating the database, communicating with suppliers and publishers, and assisting the shop manager with sales and supplies.

May 2011 - Mar 2012

Amazon India, Chennai – *French Retail Associate*

- Playing a significant part in the French Retail Process Defect Prevention Operation.

May 2011 - Mar 2012

SpiceJet Ltd, Chennai – *Commercial Ground Staff*

- Greeting passengers, as well as answering queries.
- Baggage is being checked in, Making arrangements.
- Airline ticket bookings, Providing refreshments to aeroplanes.
- Assisting passengers who are handicapped or have tiny children.
- Passengers are given information.

Education

Jun 2019 - Apr 2021

Women's Christian College, Chennai – *MA Communication*

Jul 2005 - Apr 2028

Women's Christian College, Chennai – *B.Com (General)*

Awards

Growth Week Feb 2019 Award - Issued by Microsoft Pvt Ltd