

## Address

102 Malligai street, Ambal Nagar, Porur,  
Chennai - 600116.

## Contact details

📞 9941334383

✉ [hemu.jayanthi@gmail.com](mailto:hemu.jayanthi@gmail.com)

## PROFILE SUMMARY

Successful Administration Executive with over **9.6** years of demonstrated ability in delivering mission-critical results. Offering outstanding communication and cross-cultural team management skills. Entrepreneurial attitude for optimal profitability. Ambitious team leader adept at creating strategic alliances with organizational leaders and effectively aligning with and supporting key business initiatives.

## SKILLS

- ❖ Vendor Management
- ❖ Asset Management
- ❖ Event Management
- ❖ General Administration
- ❖ Office Administration
- ❖ Office Supplies Management
- ❖ Invoice processing & MIS Management
- ❖ HR Joining & Exit formalities
- ❖ Courier Management

## PERSONAL STRENGTH

- ❖ Flexible and adapting quickly to new working environment
- ❖ Team Player
- ❖ Optimistic perception
- ❖ Communicative
- ❖ Punctuality
- ❖ Creativity
- ❖ Organized
- ❖ Ability to work under pressure

## LANGUAGES KNOWN

- ❖ English
- ❖ Tamil
- ❖ Kannada

# N.S. HEMALATHA

## Executive Administration

## EDUCATION

- B.Com completed in 2010 from Thiruvalluvar University, Vellore.
- HSLC completed in 2007 from Govt. Girls High sec School, Arni.
- SSLC completed in 2005 from Govt. Girls High sec School, Arni

## CURRENT WORK EXPERIENCE

**Company Name : FIAT CHRYSLER AUTOMOBILES (ONROLL WITH CBRE SOUTH ASIA PVT LIMITED)**

**Working as an Executive - Property Management from 2 April**

**2019 - present**

- Adept at managing administrative activities involving purchase of equipments, maintenance of procurement, housekeeping, safety, security, employee induction etc.
- Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.
- Budgeting and cost control measures, Monitoring Budget v/s variance. Cost Management & developing vendor data base for cost effective procurement of office material.
- HR Interview Co-ordination, joining formalities, Employee Database Management.
- Prepare regular reports on expenses and office budgets.
- Managing repair, maintenance & replacement of office equipments, appliances, furniture, furnishings, vehicles, building, etc.,
- Asset Management.
- Event Management, organizing meetings & conferences.
- Liaisoning and coordinating with various departments within the corporate office and all branch offices.
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Monitoring cleanliness & hygiene of the facilities, ensuring proper upkeep of the facility.
- Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, fumigation, pest control, housekeeping, etc.
- All other Admin related work.

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**PREVIOUS WORK EXPERIENCE**

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Sl. No.	Name of the Organization	Designation	Tenure
1	Prestige Estates Projects Limited	Guest Relations Executive	Sep 15th,2014 to Jan10,2018
2	SRM Institutes for Medical Science	Care Coordinator	April 28,2014 to Sept 13, 2014
3	MIOT Hospital	Front Office Executive	March 2013 to April 14, 2014
4	CORPORATE CONCEPTS	Front Office cum Admin Executive	Aug 17, 2012 to Feb 2013
5	Tradelink Services	Marketing cum Admin Assistant	March 2011 to July 2012

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**HOBBIES & INTEREST**

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- ❖ Listening Music
- ❖ Surfing Internet
- ❖ Cooking

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**PERSONAL DETAILS**

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- ❖ D.O.B : 23 October 1989
- ❖ Gender : Female
- ❖ Nationality : Indian
- ❖ Father's name : N.K. Shanmugam

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**DECLARATION**

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I hereby declare that above mentioned particulars are true to the best of My knowledge & belief.

Date : Yours Truly,

Place : Chennai N.S. Hemalatha