

VIGNESHNI M

Administrative Specialist

Contact Information

Tirunelveli 627425

9344500641

vigneshni.m@gmail.com

Skills

- Administrative Tasks
- Payroll
- Customer Service
- Microsoft Programs Word, Excel, PowerPoint, Access

Languages

- English
- Tamil

Provide top-notch support to directors and managers

Administrative: Adeptly handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.

Communications: Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

Computers: Expert user of Microsoft Office; quickly learn and master new technology.



Employment History

Administrative Specialist Jun 2017 – Present

Lotus Matric higher Secondary school • Tirunelveli

- Provided administrative coordination, including records filing, customer service, correspondence management
- Also handled Administration work which includes preparing expense report and office budgets
- Assisted HR department with job postings and interviews
- Responding to Queries and Emails from the Education Department
- Innovative ideas to improve quality
- Payroll processing & remittance (PF & ESI)
- Flexible to work in any rotational shift timings per business requirements E usage and Quotas



Education

Bachelor of Engineering ,EEE Jul 2009 – Jun 2012

V.P.M.M Engineering college • srivilliputhur

Bachelor of Education Mathematics Jun 2015 – May 2017

Merit college of Education • Tirunelveli