



ABARNA MOHAN

Personal Secretary

+ 91 9962669933 abarnamohan60@gmail.com

EXPERIENCES

BBCL | August 2020 Present

- Provide administrative support to executives, managing their schedules, appointments, and travel arrangements.
- Handle communication and correspondence, including phone calls, emails, and document preparation.
- Organize and maintain files and records, both physical and digital, ensuring data accuracy and confidentiality.
- Assist in meeting coordination, including agenda preparation, minute-taking, and logistical arrangements.
- Contribute to office management tasks, such as ordering supplies and managing expenses

Amethyst | June 2018 - July 2020

- Plan, coordinate, and execute a wide range of events, including conferences, meetings, and social gatherings.
- Manage multiple tasks simultaneously, such as event logistics, vendor coordination, budgeting, and on-site coordination.
- Collaborate with clients and stakeholders to understand their event objectives and ensure their needs are met.
- Oversee event timelines, schedules, and resources to ensure seamless execution and timely completion of tasks.
- Demonstrate strong multitasking abilities, maintaining attention to detail while managing competing priorities.

EDUCATION

M S W (HR) /2016 - 2018 / Madras university /75%

B.COM (CS)/2013 - 2016/ Madras university/ 53%

12th Commerce / Velammal Matriculation /75%

10th / Velammal Matriculation / 80%

LANGUAGES

ENGLISH

TAMIL

REFERENCE

BBCL

Lakshmi (HR)

+ 91 7397479613

Amethyst

Rachel (HR)

+91 6374972751

PROFILE

As an experienced and dedicated personal secretary, I bring a strong combination of organizational expertise, exceptional communication skills, and a keen eye for detail. With a proven track record in effectively managing calendars ,coordinating meetings,and handling correspondence, I thrive in fast-paced environments where multitasking is essential. My ability to maintain confidentiality and exercise discretion while handling sensitive information demonstrates my commitment to professionalism and ethics. I am highly proficient in utilizing technology and possess excellent problem-solving skills, enabling me to adapt quickly to evolving situations. With a proactive mindset and a focus on delivering seamless executive support, I excel in providing efficient and comprehensive administrative assistance as a personal secretary.

EXPERTISE

- ORGANIZATION AND TIME MANAGEMENT
- COMMUNICATION SKILLS
- MULTITASKING AND PRIORITIZATION
- DISCRETION AND CONFIDENTIALITY
- PROBLEM SOLVING AND ADAPTABILITY
- TECHNOLOGY PROFICIENCY
- PROFESSIONALISM AND INTERPERSONAL SKILLS