

HARIHARAN M

Bachelor of computer application

CONTACT



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EDUCATION

Salford & Co. University

Bachelor computer application

2023-2026

SUMMARY

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

SKILLS

- Event Planning
- Communication Skills
- Calendar Management
- Time Management

WORK EXPERIENCE

● Administrative Manager

Fradel and Spies (2012 – 2016)

- Managed CRM database including troubleshooting, amintenance, updates and report generation
- Oversaw office inventory activities

● Senior Executive Assistant

Arowwai Industries (2017 – 2022)

- Executive assistant, under little supervision and acting on own initiative
- Responsible for gathering, assembling, and analyzing information and data from a wide variety of sources