

NATHIYA B

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Career objective

To build a successful career in the challenging environment of an organization that could utilize my inherent skills to contribute towards the growth of the organization and to obtain a challenging position that offers Professional growth while being resourceful, innovative and flexible.

Experience & Career Profile

I have **7 years** of experience in hospitality industry as **HR & Administrative - Associate**

Date	Organization	Designation
Jan 2013 to Oct 2017 Nov 2019 to Dec 2021	M/s. D & A Corporate Residency P Ltd Chennai	HR & Administrative - Associate

Qualifications

Degree and Date	University/Board	Major and Specialization	Percentage
MBA- Master of Business Administration, June 2012	Anna university	Human Resource & Marketing	82.1% (Secured University Rank)
BBA- Bachelor of Business Administration, May 2009	Annamalai university	General Management	54%
Higher Secondary Certificate, March 2005	Tamilnadu State Board	Mathematics & Biology	80%
Secondary School Certificate, March 2003	Tamilnadu State Board	-	92%

Job Responsibilities in M/s. D & A Corporate Residency P Limited

- ✓ Plan, coordinate and manage all administrative procedures and systems
- ✓ Allocate responsibilities and office space
- ✓ Assess staff performance
- ✓ Provide coaching and guidance to ensure maximum efficiency
- ✓ Ensure the smooth and adequate flow of information within the company
- ✓ Manage schedules and deadlines
- ✓ Purchase new material as needed
- ✓ Identify process bottleneck
- ✓ Offer solutions for improvement
- ✓ Monitor costs and expenses to assist in budget preparation
- ✓ Oversee facilities services and maintenance
- ✓ Organize and supervise other office activities

- ✓ Adhere to policies and regulations
- ✓ Answering incoming calls; taking messages and re-directing calls as required
- ✓ Dealing with email enquiries
- ✓ Data entry (sales figures, property listings etc.)
- ✓ General office management
- ✓ Organizing travel and accommodation for staff and customers
- ✓ Providing administration support to sales and accounts team
- ✓ Maintaining list of clients and relationship

My Strengths

- ✓ Working ability in challenging environment and concentrate on the target completion in time.
- ✓ Adaptability & flexibility to adjust in different conditions.
- ✓ Good team Mentor with sustaining motivation & inspiration.

Personal Information

Name : Nathiya B
Date of Birth : 10.05.1987
Nationality : Indian
Sex : Female
Permanent Address : No 40, ondiveerappa swami Kovil Street,
Rasingapuram (Po), Bodi (Tk)
Theni (Dt), Tamilnadu – 625528

Marital Status : Single

Languages : English, Tamil & Kannada

Declaration

I hereby declare that the details given above are true to the best of my knowledge and willing to relocate according to the requirement of the job.

Date:-

Place: - Chennai

Regards,

Nathiya B