**Pratyusha Kakani**

Address : Fremont, CA

Phone : 561-310-6065

Email : kakanipratyusha@gmail.com

**Objective**

A polite, friendly and sociable person who can coordinate the flow of paperwork around an office and provide administrative support of the highest caliber. Competent in prioritizing, organizing and working with little supervision. Looking for a unique role that encourages communication, coordination between staff and perform administrative work.

**Strengths**

* Able to do repetitive and mundane administrative tasks.
* Can Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Can handle large amounts of paperwork.
* Excellent communication skills.
* Multilingual – English, Telugu, Tamil & Manageable Hindi.
* Organized multitasker.
* Excellent in attention to detail.
* Willing to Learn attitude towards new systems.
* Proactive and accurate in everything that you do. Having a calm and unflappable manner.
* Not big headed and willing to ask questions if unsure.
* Dedicated; willing to work extra hours, overtime, weekdays and holidays.
* Can work efficiently under pressure.
* Highly efficient in the use of Microsoft Outlook, Excel and Word.
* Have basic knowledge in IT (Basic Python programming, Medical databases Argus Safety)

**Skills**

Tools: Outlook, Skype, MS Office (Word, Excel, Power Point etc.)

Operating Systems: Windows, MacOS.

**Education**

Bachelor of Medicine/Bachelor of Surgery (M.B.B.S).

Pondicherry, India.