

EASHACK 'D' SELVA .I
NO 19/5,Asheer Khana Street.
Alandhur,Chennai 600016
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Mobile Number: +919677097204.

PROFILE

A dedicated and highly organized administrative executive with 5 years of experience in managing office operations, supporting management teams, and maintaining excellent communication with clients and stakeholders. Seeking to leverage expertise in office administration, process improvement, and team collaboration to contribute to the efficient functioning of your organization

PROFESSIONAL EXPERIENCE

SMS integrated facilities services private limited (Nov 2023 - till date)

Role: Administration Executive

- Responsible for Repair and Maintenance of banks like (DBS, AXIS, Etc.)
- Maintaining the book of records
- Vendor follow for payments and work procedures
- Maintaining the accounts for auditing purposes
- Interact with the Clients and resolve their queries
- Responsible to maintain accounts for client end to end
- Ensure the work to be completed within TAT
- Follow up clients for Purchase order and to the close the invoice.
- Responsible for facility management
- Maintaining facilities in banking sector
- Coordinating and managing various administrative tasks to ensure smooth office operations
- Assist HR with recruitment processes, onboarding, and training new employees

Jeevidham trust (July -2019- 31/OCT/2023)

Role: Administration and Recruiter

- Manage the inventory and also update all the details and records of employees
- Responsible for ensuring Maximum development of the organization
- Enchanting with the clients
- Assist company to acquire new customers
- Interact with the customers and resolve their queries
- Interview the candidates and assign the interview producers for them
- Will give training for the freshers

ACADEMIC EDUCATION

- BA Economics (from Loyola college (April-2018) with 47%
- H.S.C from St Velankanni Higher Sec. School (March - 2015) with 76%

Skills

- Office Administration
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Budgeting & Expense Tracking
- Document & File Management
- Travel & Event Coordination
- Scheduling & Calendar Management.
- Vendor & Supplier Management

LANGUAGES:

Tamil

English

PERSONAL DETAILS

Father's Name : Irudaya Selvadoss

Mother's Name : Mary Metilda .

Date Of Birth : 13/11/1997

Language Known : Tamil, English

Hobbies : Driving , Editing

Interest : photography , Travelling .

DECLARATION

I hereby declare that the information's mentioned above are true to the best of my knowledge and belief.

Date: (your Obediently)

Place: Chennai Eashack D selva. I