

VARSHNI CELESTINA A

EXECUTIVE ASSISTANT



A HR Management diploma holder with executive assistant experience in the Admissions department, eager to apply academic knowledge and practical skills to excel in recruitment. Committed to sourcing top talent, enhancing candidate experiences, and driving organizational success through strategic hiring.

Experience

CONTACT

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EDUCATION

Loyola Institute of Business
Administration – Chennai, Tamil Nadu
**Executive Diploma in Human Resource
Management** 2024

Karunya Institute of Technology and
Sciences Coimbatore, TamilNadu

**Bachelor of Technology in Electrical and
Electronics Engineering** 2020

SKILLS

- Leadership Skills
- Critical thinking Skills
- Problem Solving Abilities
- Communication Skills
- Consensus Building Skills

2023 - Present

Loyola Institute of Business Administration – Chennai, Tamil Nadu
Executive Assistant - Admissions Office

- Gained Knowledge about technical troubleshooting in application process, scheduling interviews and coordinating with faculties for interview process.
- Maintaining and organizing admission-related data, including applicant records, admission statistics, and enrollment reports.
- Served as a primary point of contact for communication between the Admission Office and students, parents and answering enquiries via phone, email, or in-person meetings.

2022 - 2023

AIG Hospitals – Hyderabad, Telangana

Executive – Master Health Checkup

- Engaged with patients and provided counseling on Master Health Checkup packages, as well as guided them through the investigation process.
- Coordinated with medical staff, technicians, and other departments to ensure smooth scheduling and execution of health checkups for patients.
- Assisted VIP patients and ensured personalized care.
- Participated in HIS (Apex) training and utilized it to manage patient data, track health checkup appointments, and generate reports for analysis.

2020 - 2021

Amazon Development Center India Pvt. Ltd. - Coimbatore, Tamil Nadu

Customer Service Associate

- Interacted with customers to address enquiries, provide information, and assist with product or service-related issues.
- Resolved customer complaints promptly and effectively, utilizing ticketing systems to ensure issues were documented and followed up on.
- Skilled in data entry, report drafting, and managed information effectively.
- Ensured customer satisfaction by providing timely, accurate, and empathetic support throughout the customer journey.