

**Profile**

A resourceful, hard-working, and dedicated individual with outstanding interpersonal skills. Excellent communication skills and experience interacting with a variety of personalities. Solid computer skills. Ability to plan, organize tasks and responsibilities effectively.

Throughout my career, I have gained knowledge of etiquette and how to work with people. I want to provide the best support possible and develop as a professional working with people on the ground.

**Employment History**

**Admin Executive at WHITE ROOK ADVISORY PTE. LTD. (Part time), Singapore**

November 2021 — February 2022

- Provide administration, logistics planning and office support.
- Provide system administration for user accounts and passwords.
- Manage office equipment, office supplies, pantry supplies, system access and resource bookings.
- Coordinate with outsourced Finance contractors who help the firm oversee invoicing and payroll matters.
- Perform HR duties such as prepare staff onboarding / exit process and training scheduling.
- Perform finance and budgeting duties such as managing staff claims / payment advice and monitoring payments.
- Perform general administrative duties such as data entry, meeting scheduling, updating SOPs and guidelines.
- Perform registry duties such as scan and upload all hardcopies into designated systems, file and sort all softcopies and coordinate archival of records.
- Perform other duties as assigned.

**Administrative Executive at Opus 2 International Pte Ltd, Singapore**

November 2016 — August 2021

- Planning and coordinating administrative procedures.
- Arranging courier for local and overseas mails/packages.
- Scheduling meetings and hearings, database management and communicating with legal staff and clients.
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Organize company corporate events, outing, team building activities.
- Regular follow up with law firms on their up-coming cases.

**Skills**

Computer Skills

Ability to Work Under Pressure

Ability to Work in a Team

Effective Time Management

Ability to Multitask

Adobe Photoshop

Microsoft Excel

Microsoft Office

Microsoft Office Word

Customer Service

Microsoft PowerPoint

Salesforce

Quickbook

**Languages**

English

Tamil

- Handles Hotel and flights booking for all business travels.
- Assist with Visa applications.
- Process Claims for all staffs.
- Support HR with recruitment.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Update and renewal of Insurances.
- Track bank deposits and payments.
- Handles Petty cash and submit monthly report for it.
- Prepare quotes for all law firms and assist clients with their needs.
- Hands-on project support including of uploading documents in the portal.
- Provide required support for the organization's business development team.

### **Receptionist cum Admin at Tucker Health & Counselling, Singapore**

July 2014 — July 2016

- Provide front desk reception duties for the office, which include handling incoming calls/inquiries and transfer to others when appropriate.
- Work closely with the counselor and nutritionist.
- Check and attend to inquiry emails and forward to respective staff.
- Administer new/current client's registration and reports.
- Attend to client registration.
- Assist with follow-up appointment booking.
- Process client payments.
- Maintain an effective filing system.
- Collect and distribute all incoming mail and courier items.
- Manage office and pantry supplies.
- Cross-check invoices.
- Follow-up on outstanding payments by clients.
- Ad-hoc duties as assigned.
- Arrange for local/overseas courier.
- Ordering of business cards.
- Ensure proper administration office procedures are in place.
- Assist with administration matters.
- Assist with arrangements for events.
- Assist with hotel reservations for overseas clients.
- Maintain meeting rooms and their bookings.

### **Finance Executive cum Admin at SNM Home for the Aged Sick, Singapore**

February 2012 — July 2014

- Collection of Cash/Cheques of caring fees, ad-hoc donations, online donations, meal sponsorship donation.
- Enter details in info-care system and generate receipt and thank you letter.
- Prepare deposit slips for Banking cash/ cheque collections daily.

- Reconcile amount and deposit slips handed over against daily collection reports.
- Generate and Send out Resident Invoices.
- Respond to caregiver s' enquiries in relation to their billing and outstanding payables.
- Generate & monitor residents' outstanding aging report and follow up.
- Preparation of reminder letter to caregivers when accounts become overdue.
- Maintain up-to-date Hospital AR billing system.
- Prepare worksheet for Medi-fund claims every thrice a year.
- Participate in events which are organized by the Mission.
- Assist with travel and Visa renewal for staff.
- Sorting and distributing incoming mails.
- In charge of stationary orders.

### **Reservation Officer at Peninsula Excelsior Hotel, Singapore**

January 2010 — January 2012

- Handling reservations from sales office, other hotels departments and travel agents.
- Processes reservations by mail, telephone, telex, cable, fax or central reservation systems referral.
- Knows the type of rooms available as well as their location and layout.
- Prepares letters of confirmation.
- Monitors advances deposit requirements.
- To perform any other duties and responsibilities as may be assigned time to time.
- To be completely familiarized with the hotel.

## **Education**

### **Bachelor Of Arts in Business, Kaplan University, Singapore**

March 2020

### **Diploma Business and Administration, BMC International College , Singapore**

January 2013 — November 2015

### **O-Levels, Woodlands secondary School , Singapore**

January 2003 — November 2007

## **Courses**

### **Personal Data Protection Act**

June 2020

## **Extra-curricular activities**

July 2021 — July 2021