

# SANMATHI TR

Email: [sanmathitrhat01@gmail.com](mailto:sanmathitrhat01@gmail.com)

LinkedIn: [linkedin.com/in/sanmathi-tr](https://www.linkedin.com/in/sanmathi-tr)

Phone: +91 8431660067

## PROFESSIONAL SUMMARY

Motivated and detail-oriented postgraduate with strong communication, coordination, and administrative skills. Currently working as an Admin Executive in a travel agency, managing client communication, documentation, and operational support. Proven ability to work in dynamic environments and keen to contribute to roles involving customer interaction, proctoring, and office administration.

## EXPERIENCE

### Admin Executive

Wing My Dreams Travel Hub LLP, Bengaluru

July 2025 – Present

- Manage day-to-day administrative tasks and customer queries.
- Coordinate with clients for itinerary planning, bookings, and support.
- Maintain records, prepare reports, and handle internal communication.
- Assist in social media promotions and backend updates and content creation for the website.

### Business Development Intern

Aishwarya Landmark, Bengaluru

Jan 2025 – Feb 2025

- Assisted in client interactions, lead follow-ups, and sales coordination.
- Supported marketing efforts and gained exposure to real estate sales operations.

## EDUCATION

### Srinivas University

Mangalore, Karnataka

Master of Computer Application

January 2023 - October 2024 | CGPA: 8.13

### Kuvempu University

Shivamogga, Karnataka

Bachelor of Science

June 2019 - December 2022 | Percentage: 78.50

## SKILLS SUMMARY

**Soft Skills:** Analytical Skills, Problem-Solving, Time Management, Strong Verbal & Written Communication, Team Collaboration, Customer Handling & Client Service, Organizational Skills, Proctoring and Observation, Basic Data Entry & Documentation

**Tools:** MS Office (Word, Excel), Google Workspace (Docs, Sheets, Drive)

## PROJECT

Personal Portfolio Website:

Developed a fully responsive personal website using **HTML, CSS, and JavaScript** to highlight academic background, skills, certifications, and projects. Designed and structured content layout for user-friendly navigation.

## CERTIFICATIONS

- Social Media Marketing – Coursera
- Fundamentals of Digital Marketing – Coursera