

# ADRA VISWAN

## Administration

**E-mail** [adraviswan168@gmail.com](mailto:adraviswan168@gmail.com)

**+971588215115**

Holding Passport: V6811488

Marital Status: Single

Experienced Office Management and Administration Professional experienced optimizing productivity, efficiency and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.



## Skills

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- Business Administration
- Policy and procedure modification
- Documentation and control
- Relationship building
- Project Management
- Excellent multi-tasking ability
- Administration support
- Office management

## Work History

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**2023-09 – 2023-12**

### Office Executive

*Kitex Limited, Ernakulam, Kerala, India.*

- Collaborated with senior management to align outreach efforts with strategic plan.
- Answered phone calls and direct inquires to appropriate staff members.
- Created reports for senior management and presented results
- Maintained files and spreadsheet with office management software.
- Maintained computer and physical filing systems.
- Updated reports, managed accounts, and generated reports for the company database.

**2023-01– 2023- 04**

### Intern

*Believers Church Medical College Hospital, Thiruvalla, Kerala, India*

- Collaborated with senior management on new initiatives to build confidence.
- Completed research, compiled data, updated spreadsheets, and reports.
- Sorted and organized files, spreadsheets and reports.
- Analysed problems and worked with teams to develop solutions.
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- Interacted with customers by phone, email, or in-person to provide information.

## Education

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**2020-09 – 2023-06**      **Bachelor of Business Administration: Hospital Administration**

*Srinivas University Mangalore, Karnataka, India*

**2018-08 – 2020-03**      **PUC/+2: Commerce**

*Balikamatom H S S Thiruvalla, Kerala, India*

## Project

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A study on Facility Management of hospital with the reference of Believers Church Medical College Hospital Thiruvalla.

## Computer Skills

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- Microsoft Office
- Microsoft Excel
- Microsoft Word
- PowerPoint

## Qualities

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- Effective Time Management
- Excellent Communication Skill
- Ability to Multitask
- Analytical Thinking

## Languages

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Malayalam      - Bilingual or Proficient

English          - Intermediate

## Personal Details

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Date of Birth - 16-08-2002

Gender          - Female

Nationality     - Indian

## Reference

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Will be furnished upon request.

## Declaration

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I hereby declare that the above-mentioned information is correct to best of my knowledge and belief.

ADRA VISWAN

Dubai

