

ADRA VISWAN

Administration

E-mail adraviswan168@gmail.com

[+971588215115](tel:+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

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

Work History

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

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

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

Computer Skills

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- PowerPoint

Qualities

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

Languages

Malayalam - Bilingual or Proficient

English - Intermediate

Personal Details

Date of Birth - 16-08-2002

Gender - Female

Nationality - Indian

Reference

Will be furnished upon request.

Declaration

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

ADRA VISWAN

Dubai

