



AMRUTHA SASI

(Office Assistant)

CONTACTS

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EDUCATION

- B.E/B.Tech., Civil Engineering, 2017

Excel College of Technology, Anna University – Tamil Nadu, India

- Higher Secondary, Bio - Science, 2012

Government Higher Secondary School - Kerala, India

SKILLS

- Microsoft Office Suite** (Word, Excel, PowerPoint, Outlook)
- Google Workspace** (Docs, Sheets, Calendar, Gmail)
- Data Entry and Management
- Document Management Systems
- Scheduling and Calendar Management** (Google Calendar, Microsoft Outlook)
- Project Management Tools** (Asana, Trello, Basecamp)
- CRM Software** (Salesforce, HubSpot)
- Expense and Budget Management Software** (QuickBooks, Tally)
- Office Equipment Management** (printers, scanners, fax machines)
- File Management (Physical and Digital)
- Email Management Tools** (Outlook, Gmail)
- Video Conferencing Software** (Zoom, Microsoft Teams)

SUMMARY

Experienced Office and Executive Assistant with over 3 years of supporting senior management and office operations. Skilled in scheduling, handling correspondence, coordinating events, and managing records. Known for efficiently handling multiple tasks, maintaining confidentiality, and providing excellent support to staff and clients. Proficient in Microsoft Office, Google Workspace, and project management tools.

EXPERIENCE

Office Assistant, 08/2024 – Current

MECCADEMIA EDUCATIONAL INSTITUTION – Dubai, UAE



- Office and Schedule Management:** Manage office operations, schedules, class timings, meetings, and ensure organization.
- Student Enrollment and Records:** Handle registrations, update student records, and ensuring accurate maintenance of student information.
- Fee Management:** Track fee payments, issue receipts, follow up on overdue fees, and maintain records.
- Communication and Correspondence:** Handle calls, emails, and inquiries from students, parents, and staff.
- Document Management:** Prepare and organize student records, attendance, exam papers, and other documents.
- Event Planning and Coordination:** Help organize educational events, workshops, seminars, and meetings, managing logistics, registrations, and communication.
- Faculty and Staff Support:** Assist faculty and staff with lesson planning, grading, materials, and resource management.
- Data Entry and Reporting:** Record attendance, student performance, and feedback, and prepare progress reports.
- Inventory and Supply Management:** Monitor supplies, maintain inventory, and manage equipment purchases or repairs.
- Marketing and Admissions Support:** Assist with marketing, handle inquiries, and support admissions and outreach.

Executive Assistant, 01/2021 – 03/2024

TURBOLUX PAINTS PVT LTD – Kerala, India



- Executive Support:** Assist Senior Manager with daily administrative tasks, appointment scheduling, and meeting organization.
- Calendar Management:** Efficiently organize Senior Manager's schedule, including meetings and appointments, ensuring timely commitments.
- Correspondence Handling:** Professionally manage and respond to emails, letters, and other correspondence on behalf of the Senior Manager, ensuring accuracy and professionalism.
- Travel Arrangements:** Arrange travel itineraries, including flights, accommodations, and transportation, to ensure seamless travel for the Senior Manager.
- Meeting Coordination:** Coordinate and schedule meetings, prepare agendas, and take minutes during meetings as required.
- Document Preparation:** Prepare and edit documents, reports, and presentations for the Senior Manager with accuracy and detail.
- Database Management:** Maintain and update databases, contact lists, and filing systems for easy access and organization.
- Confidentiality:** Handle sensitive information with utmost confidentiality and discretion, maintaining a high level of professionalism and integrity at all times.
- Interdepartmental Coordination:** Coordinate with internal teams and external stakeholders to support the Senior Manager's communication needs.

Sales Executive, 09/2019 - 10/2020



HDB FINANCIAL SERVICES LIMITED – Karnataka, India

- Effectively communicate product features and benefits to potential clients.
- Identify opportunities to cross-sell additional financial products to existing clients.
- Assist customers in completing credit card applications.
- Guide applicants through the approval process, ensuring all necessary documentation is submitted.
- Set and achieve sales targets and goals established by the bank.
- Evaluate customer credit worthiness and recommend appropriate credit card products.
- Educate customers on responsible credit card usage, terms, and conditions.
- Provide guidance on maximizing the benefits of credit cards while managing debt responsibly.
- Address customer inquiries, resolve issues, and ensure a positive customer experience.
- Prepare and maintain accurate records of sales activities, customer interactions, and transactions.
- Work closely with colleagues to achieve overall business objectives.
- Prepare regular reports on sales performance and activities.
- Attend training sessions to enhance product knowledge and sales skills.

ADDITIONAL INFORMATION

- Visa Status** : Spouse Visa till September 2026
- Passport** : Y4409039 (Issue date - 27/06/2024)
- Driving License** : Valid Indian Driving License
- Nationality** : Indian
- Date of Birth** : August 8, 1994
- Marital Status** : Married
- Blood Group** : B +ve
- Gender** : Female

DECLARATION

I certify that the information provided in this resume is true, complete, and accurate to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from consideration for employment or termination if employed.

CERTIFICATION

- AUTODESK Auto CADD 2014.
- AUTODESK Revit Architecture 2014 (Govt. Reg. No 330102121177).

ACADEMIC PROJECTS

- Determination of Strength and Durability of Euphorbia Cactus Concrete:** A study to determine compressive and tensile strength of concrete. And also to determine durability of concrete through water absorption and sorptivity test.
- Planning, Analysis and Designing of Multistorey Building:** Detailed designed by Limit State Method and Detailed analysis by Moment Distribution Method.

LANGUAGES

English:	C1
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Advanced	
Hindi:	B2
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Upper Intermediate	
Malayalam:	C2
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Proficient	
Tamil:	B2
<div><div></div><div></div><div></div><div></div><div></div></div>	
Upper Intermediate	

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