



# APARNA VS

OFFICE ADMIN

## ABOUT

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aparnavs689@gmail.com

Uae Abu Dhabi

aparna-vs

## PERSONAL INFO

Nationality : Indian  
Gender : Female  
Date of Birth : 30/8/2000  
Marital Status : Single  
Passport No. B 6294010  
Date of issue 11/10/2023  
Date of expiry 10/10/2033

## KEY SKILLS

- Office Management & Administration
- Scheduling & Calendar Management
- Data Entry & Record-Keeping
- Microsoft Office Suite (Word, Excel, Outlook)
- Document Preparation & Filing
- Communication & Interpersonal Skills
- Customer Service & Client Relations

## ACCOMPLISHMENTS

Awarded A Grade in Elocution at Mahatma Gandhi University Youth Festival - 2023

## LANGUAGES KNOWN

Malayalam — — — — —  
English — — — — —  
Hindi — — — — —  
Tamil — — — — —

## PROFILE SUMMARY

Results-driven Office Administrator with 2+ years of experience in managing daily operations, coordinating schedules, and maintaining organized records. Skilled in administrative support, data management, and customer service. Proven ability to enhance office efficiency through effective multitasking and attention to detail.

## EXPERIENCE

### Office admin

TPS Agro Agencies

Kerala, India

10/04/2023 - 15/04/2025

- Managed day-to-day office operations, including scheduling, filing, and correspondence.
- Organized and maintained physical and electronic filing systems to ensure data accuracy and confidentiality.
- Scheduled meetings, appointments, and travel arrangements, coordinating with internal departments and external vendors.
- Monitored and ordered office supplies, managing inventory and liaising with vendors for timely procurement.
- Handled incoming calls, emails, and inquiries, providing professional customer service and resolving issues efficiently.

## EDUCATION

### Master of Arts in Economics

Mahatma Gandhi University

Kerala, India

2023

### Bachelor of Arts in Economics

Mahatma Gandhi University

Kerala, India

2021

## PROJECTS

### Economic & Tourism Development in Munnar (2021-2023)

- Studied strategies under Mahatma Gandhi University to boost economic growth and promote sustainable tourism.

## SOFTWARE PROFICIENCY

- MS Office (Word, Excel & PowerPoint)