

Poonguzhali Bellarodavid

Administrator



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📍 210 Hasan Jasmin Building Rolla street, Bur dubai, Dubai

🇮🇳 Indian

🎂 16/07//1990

Summary

Outgoing and friendly Admin cum receptionist delivering exceptional customer service and administrative excellence, including clerical support and public interaction. Excels in calendar management, Google Calendar, Microsoft Surface Studio, scheduling, data entry and database administration. Capable of answering and quickly redirecting up to 100 calls per day, accomplishing business goals.

Education

• M.C.A (8.3CGPA)

Anna University

Jul 2010 - Jun 2013

- **Computer Application and Information Engineering**
- CGPA-8.3
- Secured Third Rank in the Academic year
- Course Work :Graphical Password Authentication.
- Thesis : Secure data transmission in MANET routing Attacks.

• B.Sc IT (7.5 CGPA)

Bharathidasan University

Jul 2007 - Apr 2010

- **Information Technology**
- CGPA -7.5
- Course Work: Feedback Management System in Visual Basic 6.0 with mysql.

• TESOL Canada Board Exam

- A

Work Experience

Admin Cum Receptionist, Mother Gnanamma College, Tamil Nadu , India

June 2015 - May 2022

- Coordinate activities throughout the institution to ensure efficiency and maintain compliance with company policy
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- Manage agendas, travel plans and appointments for upper management
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Submit reports and prepare proposals and presentations as needed
- Assist colleagues whenever there is an opportunity to do so.

Office Support/Instructor, Mother Gnanamma College, Tamil Nadu ,India

July 2013 - April 2014

- Ensure office efficiency by maintaining common areas, organizing procedures, handling correspondence, managing file systems, and overseeing supplies and equipment.
- Oversee day-to-day office activities as main point of contact in reception area, and keep management informed regularly via performance reports.
- Organizing maintenance companies to keep the office clean and safe and ensure its appliances are in good working order.

Skills

Teamwork



Adaptability



Time management



Interpersonal skills



C,C++,Java



HTML ,SQL



Data Entry



Microsoft Office



Work ethic



Languages

English



Tamil



Links

[LinkedIN](#)

them to improve office operations and procedures.

- Coordinating appointments and meetings and managing staff calendars and schedules.
- Creating presentations and other management-level reports.
- Ensure filing systems are maintained and current.
- Establish and monitor procedures for record-keeping.
- Completed and submitted reports detailing course activities.
- Recorded lessons for online instruction.
- Maintained office hours to help students with questions and educational support.

Guest Leturer, Mother Gnanamma College (Internship), Tamil Nadu , India

August 2014 - May 2015

- Worked as a Guest Lecturer in the Departent off CS & BCA.
- Subject Taught : Digital Electronics ,DData Structure
- Result Percentage : 95%

Courses

TEFL, Asian College of Teachers (A)

April 2023 - May 2023

Microsoft Office 365 Productivity, Microsoft (A)

March 2023 - March 2023

Hobbies

- Photography
- Dance

Volunteering

NACC Comittee, Mother Gnanamma College

June 2021 - May 2022

- Collect and maintain the documents in Seven Criteria by NACC delhi.
- Team head of Website maintainance.

Examination Coordinator, Mother Gnanamma College

April 2022 - May 2022

- Worked as a panel member of University Examination.
- Manage and Handled Clerical Tasks throught the Examination.