

GOMATHI SANKAR



📍 Dubai, United arab emirates , 643851

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Dedicated and focused office assistant who excels at prioritising, completing multiple tasks simultaneously and following through to achieve project goals. Seeking role of increased responsibility and authority.



EXPERIENCE

Office Assistant Aravinth Eye hospital - Coimbatore, India
09/2019 - 11/2023

- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Coordinated company events and key client meetings.
- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
- Created filing system for contracts, records and reports.
- Supported staff with clerical tasks for well-maintained office administration.
- Replenished first aid boxes and updated emergency contact lists and health and safety requirements.
- Attended management meetings to draft agendas, take minutes and then follow up on action items.
- Oversaw staff timesheets, mileage forms, expenses for office records.



SKILLS

- Workforce Mentoring
- Report Development
- Calendar Management
- Strong Interpersonal Skills
- Dedicated Team Player



EDUCATION

Diploma of Higher Education: Ophthalmologist assistant
The Tamilnadu DR.MGR medical university - Tamilnadu,india,
06/2017 - 08/2019

Higher secondary,SSLC
Govemnt higher secondary school - Tamilnadu,india,
06/2016 - 04/2017



LANGUAGES

English: A2
Elementary

Tamil: C2
Proficient

Malayalam: B1
Intermediate

Telugu: B1
Intermediate