

# GOMATHI SANKAR

## CONTACT

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## SKILLS

- Calendar Management
- Meeting Planning
- Executive Diary Management
- Workforce Mentoring
- Claims Appeal Procedures
- Insurance Eligibility Verifications
- Mail Management
- Dedicated Team Player

## LANGUAGES

English:	B2
<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Upper intermediate	
Malayalam:	C2
<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Proficient	
Tamil:	C2
<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Proficient	
Telugu:	C1
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Advanced	

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

Detail-orientated cashier adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

## EXPERIENCE

- June 2022 - November 2023
- Office Assistant Aravinth Eye hospital, Coimbatore , India**
- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
  - Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
  - Coordinated company events and key client meetings.
  - Supported staff with clerical tasks for well-maintained office administration.
  - Received deliveries, checking incoming orders for quality and damage and organised returns if necessary.
  - Acted as key contact to facilitate office contracts and liaise with external vendors and suppliers.
  - Oversaw staff timesheets, mileage forms, expenses for office records.
  - Helped organise corporate and social events, researching and booking caterers and event spaces.
  - Assessed priorities and resources daily to meet deadlines and maximise productivity.
  - Handled both incoming and outgoing mail for the business to maintain smooth-running external communications.
  - Managed and recorded all office-related purchasing, keeping within budgets and deadlines.

- December 2019 - May 2022
- Retail Cashier Aravinth Eye hospital, Coimbatore, India**
- Helped customers with specific item requests by answering questions and offering knowledgeable product advice.
  - Maximised customer satisfaction by assisting with purchase selections, locating items and promoting rewards programs.
  - Worked overtime shifts to maintain optimal workflow during busy periods or times of unexpected high volume.
  - Maintained clean, tidy and organised checkout areas.
  - Packed purchased items properly to prevent damage to delicate products.
  - Maintained high productivity by efficiently processing cash, credit and debit payments.
  - Assessed customer needs through clear communication, anticipating and responding appropriately to queries.
  - Supported salesfloor and stockroom staff during busy periods, contributing to stock replenishment and store zoning.

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## EDUCATION

June 2017 - May 2019

**Diploma of Higher Education Opthamalic assistants**  
**The Dr.MGR medical university, Chennai**

June 2016 - April 2017

**Certificate of Higher Education Biology**  
**Higher secondary school, Erode**