

NANDAKUMAR VIJAYAKUMAR

ADMIN ASSISTANT

Experienced and detail-oriented administrative assistant with a proven track record of managing office tasks efficiently and providing exceptional support to staff. Proficient in office software and excellent communication skills.

EXPERIENCE

- JUN 2021 - NOV 2022

ADMINISTRATIVE ASSISTANT

Albion Mall. Toronto, Ontario

 - Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
 - Order office supplies and maintain inventory
 - May organize conferences
 - Perform Data Entry Operations
 - Greet People and direct them to contacts or service areas
 - Prepare various incident reports, slip and fall reports,
 - Answer telephone and reply telephone calls and messages
 - Answer electronic enquiries
- SEP 2023 - DEC 2023

RETAIL SALES SUPERVISOR

Sandy Plains Variety Store. Alberta, Canada

 - Assign sales workers to duties
 - Hire and train or arrange for training of staff
 - Authorize payments by cheque
 - Order merchandise
 - Authorize return of merchandise
 - Establish work schedules
 - Sell merchandise
 - Prepare reports on sales volumes, merchandising and personnel matters
 - Resolve issues that may arise, including customer requests, complaints and supply shortages
 - Organize and maintain inventory
 - Supervise and co-ordinate activities of workers
 - Manage cash
- JUL 2016 - OCT 2018

PAYROLL SPECIALIST

NGA HR. Kochi

 - Process bi-weekly payroll for 200+ employees accurately and timely, ensuring compliance with regulations.
 - Experience handling payroll deductions, benefits administration, and tax filings for diverse workforce.
 - Utilize ADP software to process payroll, prepare reports, and reconcile payroll discrepancies.
 - Maintain confidentiality of employee information and provide exceptional customer service for payroll inquiries.

EDUCATION

- SEP 2020 - MAY 2021

ONTARIO COLLEGE GRADUATE CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Canadore College, North Bay. North Bay, Canada
- JUL 2014 - MAR 2016

MASTER OF HUMAN RESOURCE MANAGEMENT

Mahatma Gandhi University, Kerala. Kerala, India
- AUG 2011 - MAR 2014

BACHELOR OF ARTS IN COMMUNICATIVE ENGLISH WITH JOURNALISM

Mahatma Gandhi University, Kerala. Kerala, India

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SKILLS

1. communication
2. organization
3. time management
4. problem solving
5. attention to detail
6. microsoft office
9. data entry
8. customer service
10. record keeping

LANGUAGES

- english

Advanced
- Malayalam

Native