



## DIVYA ULAGANATHAN

ADMINISTRATIVE ASSISTANT |  
HR ASSISTANT | OFFICE EXECUTIVE

+971 568188146

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Passport – P8158055

### PROFILE

- Efficient and effective individual with vast experience providing executive-level administrative and project management support to corporate executives.
- Proven ability to handle confident information with discretion and offers excellent customer service utilizing exceptional communication skills.
- Leverages strong organizational, multitasking, and problem-solving skills to successfully manage multiple projects with tight deadlines. History of success in creating cost-effective solutions that improve department operations.

### SKILLS

- Strong Interpersonal & Communication Skills • MS Office • Event Management • Typing Speed WPM: 40 • Analytical Skill • Problem Solving • Tally • Quick Book • Excellent Organizational skills • Customer Service

### EDUCATION

- MBA Information System, Bharathiar University, 2011
- BCA Computer Application, Sri Ramakrishna College of Arts and Science, 2009

### EXPERIENCE

**EXECUTIVE ADMINISTRATIVE ASSISTANT** - ENOVA SOFTWARE AND HARDWARE SOLUTION P LTD  
(FEB 2023 – OCT 2023)

- Responding to the Client inquiries, providing solutions, and resolving their issues.
- Serves as the primary point of contact between the client and to the company, and to ensure that the client is satisfied with the services provided.
- Provided executive-level administrative support to senior management, including calendar and travel coordination.

**SALES & HR ASSISTANT** – MEGHALAI STEELS  
(APR 2021 – JAN 2023)

- Auditing the works in sales & purchase transactions. Supported day-to-day operations of HR functions and duties.
- Provided administrative support to Human Resource Department by preparing correspondence, maintaining personnel files, and entering data into HRIS system.
- Responded promptly to inquiries from both internal and external customers regarding HR policies and procedures. Used HR Management databases, applying skills in computer applications.

**PROJECT ANALYST** - S & T ENGINEERS P LTD  
(MAY 2017 – JAN 2020)

- Collated performance reports and produced project forecasts to ascertain areas of profit growth.
- Research and Analysis for all back office documents and work as a single. Documents verification for the process to develop the project to upgrade.

**ACCOUNTING ASSISTANT** - PREZANTIM PRESENTATION DESIGN, 2011 – 2014 (Part-Time)

- Performed daily cash management activities, such as preparing deposits and processing payments.
- Developed and maintained detailed financial records, including accounts payable and receivable, payroll, invoicing and bank reconciliations. Managed list of outstanding account payable, general ledger, and vendor files.

**HEALTH CARE & INS OPERATIONS SR REP** – DELL TECHNOLOGY CO (Apr 2015 – May 2016)

- Analyze the insurance request received from the customer and process as per standard operating procedures.
- Entry level administrative operating support performing various basic tasks (mail, file services, reporting, project support, and general account support activates).

**SR PROCESS EXECUTIVE** - PATHFINDER BUSINESS ANALYSIS P LTD (JUN 2009 – JAN 2014)

- Process works on Research, Property Tax, Sales Tax, Mortgage, Bankruptcy for the US Clients.
- Quality Check for the process of the team in Property Taxes data and reporting to the leader on a daily basis.