

# PRAVEEN KUMAR GUNASEKARAN

Office Assistant

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Address: 68a, Kottai 1, Aranthangi, Pudukkottai  
Phone: +919095394269  
Date of birth: Jun 13, 1987  
Nationality: INDIAN

## OBJECTIVE

Detail-oriented Office Assistant with 5+ years of experience providing administrative support in fast-paced environments. Proficient in scheduling, document management, and customer service. Skilled in Microsoft Office suite and strong communication abilities.

## EXPERIENCE

Saudi Arabia ,Dammam  
Jun 2012 - Jun 2014

### Office boy cum Assistant Globe groups of company

- Assisted in maintaining cleanliness and organization of office spaces and work areas.
- Managed office supplies inventory and placed orders as needed.
- Provided administrative support such as screening calls, scheduling appointments and managing correspondence.
- Collaborated with team members on various office tasks to ensure smooth daily operations.

Abu Dhabi , UAE  
Jun 2015 - Nov 2018

### Office assistant Zadco developer company

- Proficient in Microsoft Office (Word, Excel, PowerPoint) for creating presentations and reports.
- Skilled in data entry and management, ensuring accuracy and confidentiality.
- Excellent organizational skills in scheduling meetings, maintaining office supplies and assisting with projects.
- Strong communication skills in answering phones, responding to emails, and coordinating office functions.

India, aranthangi  
Jun 2019 - May 2023

### Office assistant Aranthai Ct Scan centre

- Maintained inventory levels, ordered supplies, and coordinated office events for staff morale.
- Utilized Microsoft Office Suite proficiently for document creation, spreadsheet maintenance, and presentation design.
- Handled administrative tasks such as filing, data entry, and drafting correspondence.
- Managed office logistics, organized schedules, and facilitated communication between departments for efficiency.

## EDUCATION

PUDUKKOTTAI , INDIA  
Oct 2005 - Oct 2009

### BE(ELECTRONIC AND COMMUNICATION ENGINEERING MOUNT ZION ENGINEERING COLLEGE

## SKILLS

- 2. Microsoft Office
- 3. Organization
- 4. Communication
- 5. Scheduling

## LANGUAGES

TAMIL, ENGLISH,HINDI  
Intermediate

## PASSPORT DETAILS

Passport no. T241784  
Date of issue. 11/12/2018  
Date of expiry. 10/12/2028  
Place of issue TIRUCHIRAPALLI