



RANI GOPALAKRISHNA

Admin & account assistant

Versatile and result-oriented professional with experience at Swasthya healthcare, skilled in Microsoft Office Suite and Raintech POS Software. Adept at fostering professional relationships and solving problems, showcasing strong teamwork and adaptability.

WORK HISTORY

2024-03/2025-02 ADMINISTRATIVE ASSISTANT

Swasthya Healthcare, Mysore

- > Answered multi-line phone system, routing calls, delivering messages to staff & greeting visitors
- > Improved document organization with thorough file maintenance, archiving outdated records as necessary for efficient retrieval when needed
- > Promoted a positive work & environment through effective communication skills & fostering professional relationships among colleagues

2023-05/2024-03 RECEPTIONIST

Golden Riviera Restaurant, Mysore

- > Greeted incoming visitors & customers professionally & provided friendly, knowledgeable assistance
- > Responded to inquiries from callers seeking information
- > Answered phone promptly & directed incoming calls to officers
- > Confirmed appointments, communicated with clients & updated client records
- > Resolved customer problems & complaints & handled cash transactions & maintained sales & payments records

CONTACT ADDRESS:

Mysore, Karnataka, INDIA
PHONE: 8105188270
E-MAIL- Ranikrishna28@gmail.com

SKILLS

- > Proficiency in Microsoft Office Suite
MS Word, Excel, PowerPoint, Outlook, OneNote
- > Experienced in using Raintech POS software
In data entry, billing, GST filing & report analysis
- > Time management & adaptability
- > Team work & problem solving ability

LANGUAGES

- > English-
Bilingual/proficient (C2)
- > Hindi-
Elementary (A2)
- > Kannada-
Bilingual/proficient (C2)

DOB- 28-09-2000

2021-01/2023-04 ACCOUNT ASSISTANT

New Star Mart,Mysore

- >Managed accounts payable & receivable processes,maintianing healthy cash flow for the company
- >Ensured proper record-keeping through meticulous data entry & filing practices,reducing information retrieval time significantly
- >Assisted in tax preparation efforts by gathering relevant documentation & providing accurate information for fillings
- >Documented sales,customer interactions & concerns 7 generated update reports for senior management

EDUCATION

2021 BACHELOR OF SCIENCE (BMBT)

Biochemistry,Microbiology,Biotechnolog

JSS COLLEGE FOR WOMEN Saraswatipuram,Mysore

BOARD MARKS- CGPA-8.12

2018 PRE UNIVERSITY COURSE (PCMB)

MMK & SDM PU COLLEGE Krishnamurthypuram,Mysore

Board marks- 75%

2016 SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)

JSS HIGHER PRIMARY SCHOOL Metagalli,Mysore

Board marks- 92.32%

ADDITIONAL INFORMATION

Ambitious & adaptable graduate with bachelor degree posseing strong interpretational skills looking forward to expand experience & work towards organisational goals

