

Balanarayanan V

Al Qusias , Dubai
+971563652976 • balanarayananv7@gmail.com

Objective

A motivated and reliable Administrative Assistant with one year of experience supporting teams and managing daily operations. Skilled at organizing schedules, handling paperwork, and coordinating meetings with professionalism and a proactive attitude. Committed to making work easier and more efficient for everyone.

Work Experience

Administrative assistant
Sai Service PVT LTD ,kerala

Aug 2022 - jun2023

- Acted as the go-to person for the team—handling everything from incoming calls and emails to managing calendars and keeping the office organized and running smoothly
- Maintained accurate, up-to-date records and confidential files with a strong focus on detail, discretion, and compliance
- Created clean, professional reports, meeting notes, and presentations that helped teams stay informed and prepared
- Scheduled and coordinated team meetings, appointments, and client visits—ensuring everyone was where they needed to be, on time
- Welcomed clients, vendors, and guests with a warm, professional attitude—making a positive first impression on behalf of the organization

Students NCC office assistant
SD collage ,Alappuzha, kerala

September 2020 - November 2021

- Provided day-to-day administrative support to the department office, assisting with filing, typing, data entry, and handling student inquiries
- Helped schedule appointments and maintained notice boards and student records with care and accuracy
- Assisted in organizing campus events, meetings, and guest lectures, coordinating logistics and communication
- Responded to emails and phone queries, representing the department with a friendly and professional attitude
-

Certified professional fitness instructor
PowerPack Gym , Abu Dhabi

Sept 2023– May 2025

- • Designed and delivered personalized training programs for clients from diverse backgrounds
- • Ensured high standards of safety, client satisfaction, and service delivery in a fast-paced environment
- • Supported front desk operations, including reception, scheduling, and membership follow-ups
-

Skill

- • Strong organizational skills to manage schedules, meetings, and office supplies efficiently
- • Excellent communication skills for professional phone, email, and face-to-face interactions
- • Effective time management to prioritize tasks and meet deadlines
- • Keen attention to detail for accurate data entry, filing, and handling confidential information
- • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office software

Education

BA Communicative English	Sep23 -May 25
SD collage ,Alappuzha POS and MOS system training	2022
CPR & First Aid	2024
Plyo Fit Health & Fitness Pvt. Ltd	

-

Level 3 Diploma in Personal fitness	2024
--	------

Volunteering Experience

National Cadet Corps (NCC) Cadet Senior Division, Army unit ,SD collage ,Kerala

Language know

English Arabic Hindi Tamil Malayalam

Personal information

DOB : 01/05/2002 Nationality : Indian Visa status : visiting visa Availability: Immediate joiner

