



# Yamini R

+91 8330070219

+91 9961434126

yaminidinesh2008@gmail.com

Detail-oriented and highly organized professional with 13 years of experience as Project Assistant/office assistant in Kerala Forest Research Institute Seeking a challenging role as an Administrative assistant that would allow me to grow as a professional and where I can use my skills, creativity and ability to provide administrative and technical support for your team. Adept at managing administrative tasks, maintaining an organized workspace, and assisting patrons with their needs. Possess strong communication and interpersonal skills, along with a passion for fostering a conducive and welcoming environment. Eager to learn new technologies in this field and to work in a fast-pace environment. Eager to contribute my dedication to efficiency and customer service in a dynamic office setting.

## Experience

### PROJECT ASSISTANT/OFFICE ASSISTANT

Kerala Forest Research Institute, Peechi, Thrissur,  
Kerala, India 680 653

13 years' experience

- Stock Verification,
- Compilation of Indian Forestry Abstracts (IFA)
- Full text retrieval of Bamboo Books, Maintaining Library Portal
- All over the office assistant work.

## Education

MASTER OF COMMERCE (MCOM)  
(IGNOU)

BACHELOR OF LIBRARY AND INFORMATION  
SCIENCE (B.LIB.I.SC)  
(Annamalai University)

DCA - DIPLOMA IN COMPUTER APPLICATION  
(HRDC)

## Highlights

- MS Office
- DTP Operator
- computer skills
- organizational skills
- customer service skills
- cataloguing skills
- problem-solving skills
- critical thinking or analytical skills
- Basic clerical skills
- Leadership
- Interpersonal skills
- Circulation procedure
- Soft skills: KOHA, DSpace
- Evaluating Library services
- System administration
- Reference assistance
- Time Management
- Database management, Scanning, Documentation
- Digital Archiving and Preservation

## PERSONAL DETAILS

Name : Yamini R  
Date of Birth : 05-04-1982  
Marital Status : Married  
Father's Name : Rechi N  
Mother's Name : Radha C.K  
Gender : Female  
Nationality : Indian  
Languages : English, Malayalam, Hindi

### PASSPORT DETAILS

Passport No : B9543689  
Place of Issue : COCHIN  
Date of Issue : 15/01/2024  
Date of Expiry : 14/01/2034

## REFERENCE

Dr. K F George  
Principle Scientist -Kerala Forest Research Institute, Peechi, Thrissur  
Phone: +91 9495462993

Mr. Arun V R  
Junior Scientist-Kerala Forest Research Institute, Peechi, Thrissur  
Phone: +91 9447325219

## DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

Yamini R