



GAYANA G

OFFICE ADMINISTRATOR

+971 581386341

gayanaudayan1@gmail.com

Silicon oasis,Dubai

EDUCATION

Bachelor of Technology in Computer Science & Engineering

Kerala University

2013 - 2017

Higher Secondary Education

Government of Kerala

2011 - 2013

SSLC

Government of Kerala

2011

EXPERTISE

- Administrative Management
- Office Organization and Coordination
- Time and Task Management
- Communication and Interpersonal Skills
- Database and Records Management
- Event Planning and Coordination
- Office Software Proficiency (Microsoft Office Suite)
- Problem-Solving and Decision-Making

LANGUAGE

- English
- Hindi
- Malayalam

PROFILE

Dedicated and detail-oriented Office Administrator with a proven track record of efficiently managing administrative tasks and fostering a productive work environment. Adept at coordinating office operations, streamlining processes, and implementing organizational strategies to optimize efficiency. Possesses strong communication and interpersonal skills, with the ability to collaborate effectively with team members and stakeholders. Proven expertise in handling diverse administrative responsibilities, from managing schedules and coordinating meetings to overseeing facility operations. Seeking to contribute my skills and experience to a dynamic organization in need of a reliable and resourceful Office Administrator.

WORK EXPERIENCE

Kayes Industry

2023 - 2024

Office Administrator

- Coordinated office activities and ensured smooth day-to-day operations.
- Managed schedules, appointments, and travel arrangements for executives.

Regio Foods Private LTD

2022 - 2023

Office Admin & HR

- Provided administrative support to the team, including calendar management and travel arrangements.
- Responded to inquiries, emails, and phone calls in a professional and timely manner.

Seraphine Dev Impex Pvt Ltd

2019 - 2022

Office Admin & IT support

- Assisted in the preparation of reports, presentations, and meeting materials.
- Maintained accurate records and databases, improving data accessibility.

Personal Details

- DOB - 06/06/1995
- Nationality - Indian
- Marital status - Married
- Visa status - Visit visa