

Lakshmi A S

Administration Executive

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PROFILE

Dedicated and detail-oriented professional with a Master's degree in Accounting and Finance from Jain University, bringing strong experience in administrative support, financial documentation, and office operations. Proficient in Tally and MS Office with hands-on experience managing financial records, payments, and day-to-day administrative tasks. Previous experience as an Administration Executive at Livistal General Trading LLC, demonstrating strong organizational and multitasking abilities. Seeking an Administrative Executive role to apply my skills in a dynamic work environment and contribute to operational efficiency and organizational success.

SKILLS

Tally ERP 9 & MS Office	● ● ● ● ●	Communication & Coordination	● ● ● ● ●
Organizational skill	● ● ● ● ●	Advanced MS Excel	● ● ● ● ●
Problem-solving skill	● ● ● ● ●	Bank Reconciliation	● ● ● ● ●
Track Key Performance Indicators(KPIs)	● ● ● ● ●	Budgeting & Financial reporting	● ● ● ● ●
Office administration	● ● ● ● ●	Documentation & Record keeping	● ● ● ● ●
Attention to detail	● ● ● ● ●		

WORK EXPERIENCE

Administration Executive, Livistal General Trading LLC Dec 2024 – present | Al Qusais, Dubai, UAE

- Oversee daily office operations to ensure efficiency and productivity.
- Maintain accurate records of company documents, correspondence, and files.
- Prepare and manage internal and external communications, reports, and memos.
- Organize meetings, appointments, and calendars for senior staff.
- Coordinate travel arrangements, accommodations, and itineraries.
- Provide administrative support to the management team and other departments.
- Assist in the preparation of presentations, reports, and meeting materials.
- Handle incoming calls, emails, and other communications.
- Serve as a point of contact between staff, clients, and vendors.
- Input and maintain data using accounting or ERP software (e.g., Tally, Excel).
- Generate periodic reports on administrative activities or performance metrics.
- Coordinate with HR, Finance, and Operations for smooth workflow.
- Support onboarding and training of new administrative staff if needed

- Accountant, VB Mall & Cinemas**

Jun 2024 – Nov 2024 | Thrissur, India
- Overseeing daily financial operations & Preparing key financial reports.
 - Supporting management with budgeting and expense tracking for effective financial planning
 - Cash management: Oversaw the handling of approximately one million in liquid cash weekly.
- Junior Assistant, Asirvad Micro Finance**

Jul 2022 – May 2024 | Thrissur, India
- Specializing in KYC and bank verification. Responsible for verifying customer documents, ensuring compliance with regulatory standards.

ACHIEVEMENTS

- Improved office efficiency by reorganizing documentation systems and standardizing procedures, reducing administrative time by 30%.
- Successfully combined administrative duties with accounting responsibilities, improving coordination between finance and operations teams.
- Converted manual records to a digital format, increasing accessibility and accuracy of financial and administrative data.
- Implemented a shared calendar and meeting scheduling system that reduced missed appointments and improved team coordination.
- Commended by management for handling dual roles in accounting and administration with high accuracy and efficiency under tight deadlines.

EDUCATION

- Master of Commerce, Jain University**

2021 – 2023 | Bengaluru, India

CERTIFICATES

- Diploma in Tally with UAE VAT and MS Office
- Postgraduate Diploma in Computer Applications (PGDCA)

REFERENCES

- Ashik P A, Sales and Execution Head, Livstail General Trading LLC**
- Muthu Bhaskar, Senior General Manager, Business Head, Asirvad Micro Finance**

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LANGUAGES

- English

• Malayalam

• Hindi

• Tamil