


NAGARATHNA R

Sr Executive Assistant

 Gmratna@gmail.com

 9972411244

 Q20 Samrudhi Residency
1st Main 2nd cross, Marathi
Extn
Bangalore 560021

TECHNICAL SKILLS

MS word, Excel, PowerPoint
presentation

Design and maintain a filing
system

Processing expense report
Take minutes of meetings and
follow up

INTERESTS

Listening to music

Reading books

Cooking new and healthy dishes



EXPERIENCE

Arvind Internet

Sr Executive Assistant

14/11/2016 - 19/08/2019

Maintain executive's agenda and assist in planning appointments, boarding meetings, conference. Receive and screen phone call and redirect them when appropriate, handle and prioritize all outgoing and incoming correspondence. Travel arrangements; handle confidential documents ensuring they remain secure.

Helion Advisors Pvt Ltd.

Sr Executive Assistant

1/09/2013 - 15/09/2016

Provide personal administrative support and assistance to Partner, MD and CFO.

Colt Technologies India Pvt Ltd

Secretary

9/04/2012 - 27/05/2013

Secretary Support performs a variety of routine and complex administrative and professional working activities for the Director of BPO Operation.

Ciber India

Secretary

11/05/2011 - 31/01/2012

Secretary Support performs a variety of routine and complex administrative and professional working activities.

As Laptop & Mobile was handy, we were asked to work even from home other than weekends, based on critical need.

IBM India Pvt Ltd

Secretary

10/07/2008 - 10/05/2011

Secretary Support performs a variety of routine and complex administrative and professional working activities for 5 Senior Managers.

General Motors

Secretary & Admin support for R&D team

10/3/2005 - 10/1/2007

PERSONAL STRENGTHS

Acknowledged Vendor & Client interaction and relationship building abilities.

Excellent presentation skills, verbal and written communication skills.

Highly focused and determined in accomplishing the set tasks and goals.

Strong organizational, analytical and interpersonal skills.

Professional approach to the work at hand.

On contract basis through Mafoi : Worked as Secretary / Admin Office for 5 Managers & Director of the company and handling all the correspondence concerned. Handling Travel booking, visa processing.



EDUCATION

Karnataka Open University

MBA

72%

2015

Sikkim University

Bachelor of Arts

69%

2011

Karnataka Secondary Examination Board

SSLC

55%

1992



PERSONAL PROFILE

Date of Birth : 26/01/1976

Marital Status : Married

Nationality : Indian

Known Languages : English, Hindi, Kannada, Tamil

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