

# SANDHYA MARY C

## PROFESSIONAL SUMMARY

A well-organized Admin Executive with experience in performing a variety of administrative and staff support duties for a specified department and preparing a range of administrative documents.

## CONTACT



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## LANGUAGES

Tamil – Native Speaker  
English – Very good command  
Kannada - Native Speaker  
Hindi – Good Command  
Malayalam – Good Command  
Telugu – Good Command

## WORK EXPERIENCE

08/2014 – Currently Working

Admin Executive @ Four Dimensions Retail Design India Pvt Ltd  
Responsibilities:

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors.
- Scheduled office meetings and client appointments for team of professional
- Coordinated bookkeeping activities in Tally and Petty cash, including invoicing.
- Handled all domestic and international travel reservations,
- Ensure and Maintained Confidentially of all communications and documentation
- Drafts, formats, and prints relevant documents

Receptionist:

- Answering phone calls and taking messages
- Running errands to the post office or supply store
- Preparing and editing letters, reports, memos, and emails
- Covering reception
- Courier in and out
- Receiving Guest, Clients & arranging coffee / Snacks for clients

## EDUCATION

Bachelor Degree of Commerce , Bangalore University

## Key skills

- Communication, Teamwork, Problem Solving Strategic Planning, Time Management, Organization and Planning, Customer Service , Documents Filing