

**AKILA SWAMINATHAN**

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A result-oriented professional aiming for assignments in **Senior Management / Office Administration / General Administration** with a leading organization of repute, preferably in Delhi-NCR or any locations

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## **PROFILE SUMMARY**

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- A competent professional with experience in **Executive Assistant / Office Administration**.
- Proficient in handling the activities in coordination with the internal /external Departments for smooth business operation.
- Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients.
- Capable of adopting new measures and understanding the changed Circumstances for Fast adaptability & ensuring implementation in the organization for its benefit.
- Proven ability in providing comprehensive support for executive-level staff including scheduling meetings and managing all essential tasks.
- Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients.
- An effective communicator with excellent interpersonal, analytical & relationship management skills.

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## **CORE COMPETENCIES**

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- Ensuring smooth operations at all times and maintaining proper decorum and discipline by implementing & modifying the policies & procedures.
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
- Directing the office correspondence, mail management & fixed assets management. International & Domestic travel arrangements of staff members
- Monitoring/coordinating activities as appropriate and preparing internal reports \ for management.
- Gathering / updating data to maintain departmental records & databases.
- Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence

## ORGANIZATIONAL EXPERIENCE

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**Current Assignment : Since Oct 1993 till date** - Executive Assistant to the Managing Director of Shinryo Suvidha Engineers India Pvt Ltd., Noida (Uttar Pradesh)

### **Role:**

- Overseeing administration activities including office facilities & telephones.
- Establishing and maintaining files & records for the office.
- Maintaining a healthy & learning environment ensuring creative & operational development of employees.
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction.
- Acting as a primary point of contact between client & the employer through proper communication.

## IT SKILLS

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- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications

## ACADEMIC DETAILS

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- B.Com from Delhi University with 60%.

**SALARY** : Negotiable

## PERSONAL DETAILS

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Date of Birth: 04th August, 1970

Nationality: Indian

Marital Status: Married

Languages Known: English, Hindi, Tamil & Malayalam