

CURRICULUM VITAE

G. ISHWARYA

D/o K. GOPALAKRISHNAN

71, Mari temple St,
thirumullaivoyil,

Chennai- 600 062.

Mobile No:- 80561 68597

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CAREER OBJECTIVE:

An insightful professional interested to work in a challenging environment where I can lay my experience to the organization's best use, and which would make me a versatile in my career.

WORK EXPERIENCE:

Atrity Info Solutions Pvt. Ltd.,
Alandur, Chennai - 16.

2ndNov2023 - Aug 2024

Admin Executive cum Support Co-Ordinator

COMPANY PROFILE

www.atrity.com

ATRITY Info Solutions Pvt. Ltd., an ISO 9001:2008, ISO 27001:2013, and ISO 9001:2015 certified company is one of the fastest growing IT companies in India known for its Dedication, Passion, and Excellence. We believe that enabling technology convergence with business goals and professionalism can open a whole new world of possibilities.

NATURE OF WORK -

- ❖ Produce documents regarding weekly sales, briefing, and entire sales and marketing reports for the Director.
- ❖ Analyze the profit and loss along verified with weekly purchase bills.
- ❖ Monitoring all the field sales executives tracking them through field sense application and reporting to vice president
- ❖ Monitoring Inside sales representatives through daily time sheet.
- ❖ Organize special meetings and ensure that Director is well prepared for those meetings.
- ❖ Organized and maintained appointments, incoming emails, and posts, often corresponding on behalf of Management.
- ❖ Stationery ordering and distributions to the concern team.
- ❖ Even organizing and birthday cake cutting organizing etc.,
- ❖ Screened phone calls, inquiries, and requests, and handled them when appropriate.
- ❖ Manage and responding all incoming Couriers, calls and email.
- ❖ Ongoing AMC maintaining & preparing for new opportunities along with documentation.
- ❖ Manage all the engineer & schedule the work on daily basis.
- ❖ Candidate screening and assessment for new Recruiting, also schedule fixed time to the Appropriate.
- ❖ Providing Salary along with Pay Slip & Maintain Staff Attendance, control in biometric and all.

SPSK International Pvt Ltd,
Shenoy Nagar, Chennai - 30

March 2023 - Oct 2023

Personal Assistant cum Admin

SPSK is a premier and upcoming real estate developer, based in Kanchipuram and our corporate Office at Chennai. Also, leading hypermarket and focuses to provide its customers with fresh produce every time They visit the store, be it the physical or online grocery store.

NATURE OF WORK -

- ❖ Produce documents, briefing, and reports for the Director.
- ❖ Managing daily petty cash and send payout on credit date for all sundry creditors.
- ❖ Organize special meetings and ensure that Director is well prepared for those meetings.
- ❖ Organized and maintained appointments, incoming emails, and posts, often corresponding on behalf of Management.
- ❖ Screened phone calls, inquiries, and requests, and handled them when appropriate.
- ❖ Manage and responding all incoming Couriers, calls and email.
- ❖ Billing & Receipt preparing along with documentation.
- ❖ Candidate screening and assessment for new Recruiting, also schedule fixed time to the Appropriate
- ❖ Arranging Transport facility for site visit on every Week ends.
- ❖ Providing Salary along with Pay Slip & Maintain Staff Attendance, control in biometric and all.
- ❖ Stationary & Housekeeping Maintenance
- ❖ Travel Arrangement for customer & director
- ❖ Facility Management (Ac, Water, Power)
- ❖ Responsible for Communicating the Candidates and Clients
- ❖ Arranging Transport facility for site visit on every Week ends.
- ❖ Providing Salary along with Pay Slip & Maintain Staff Attendance, control in biometric and all.

NP/PA ENGAGE, USA

By Gowebez, Chennai - 32

Apr 2022– Feb 2023

Junior Project Manager

[WORK FROM HOME]

NP/PA Engage, As the Nurse Practitioner and Physician Assistant experts, NP/PA Engage uses our deep insights into this audience to develop ROI efficient marketing strategy and programs that change prescribing. Purchasing behavior and increase brand loyalty. Our NP/PA strategies and campaigns have benefited 70+ pharma and medical device brands. In addition to NPs and PAs, NP/PA Engage also specializes in reaching nurses and Hospital administrators.

NATURE OF WORK -

- ❖ Worked in Nppa Engage as a project management through Gowebez Employee.
- ❖ Monitor Project Progress and Set Deadlines in Click-UP to the Team.
- ❖ Managed the highly successful project
- ❖ Solve Issues That Arise in between the client and management
- ❖ Manage the entire team and lead by Group Call in **Microsoft Teams**.
- ❖ Update all the status of campaign/projects in **Sales force CRM**.
- ❖ Ensure Stakeholder Satisfaction
- ❖ Evaluate Project Performance each & every day by each team leaders.
- ❖ Also, Support to email campaign with team
- ❖ Proficient in Scrum & MS Office
- ❖ Project Scheduling for every month
- ❖ Strategic Planning & Analysis
- ❖ Business Development in Digital e-marketing

King Marketing Company has been in the business of selling material for over four decades in South India. Provider for all the office needs and office supplies ranging from office stationery, housekeeping, printing cartridges Products etc... We work with the commitment to provide you with quality products, at highly Competitive price, backed by excellent service delivery mechanism, giving all greater value for your money.

NATURE OF WORK -

- ❖ Highly skilled in handling Admin office activities.
- ❖ Account receivable entry
- ❖ Account payable: making payments and keeping the bills paid through NEFT/Cheque
- ❖ Preparing Attendance for the staff's
- ❖ Stationery & Housekeeping Maintenance
- ❖ Travel Arrangement & Facility Management (Ac, Water, Power)
- ❖ Responsible for communicating the candidates and clients.
- ❖ Leave form Maintenance & Approval formality.
- ❖ Voucher Maintenance & Petty Cash Maintenance (Cash Flow)
- ❖ To keep clients Satisfied and keeps managing their time effectively.
- ❖ Snack arrangements, event organizing works.
- ❖ Responsible For Transaction Management & Administered Online Banking Functions
- ❖ Maintained Government E Marketing (**Gem**) Website.
- ❖ Updating day-to-day Purchase & DC Records Billings.
- ❖ Maintenance of Salary Register & Provide Pay Slip for staffs.
- ❖ Handling inward and outward E-Mails well Soon & also Provide Telephonic Support
- ❖ First Aid Kit Maintenance Stock records.
- ❖ Maintain contact lists of sundry debtors and sundry Creditors.
- ❖ Process Journal Entries and Perform Correction to Ensure Accurate Record.
- ❖ Follow up for Client Billing collection.
- ❖ Ensure BG submission of Client and recollecting work.
- ❖ Processing of Client tax Invoice immediately on daily basis & assign for delivery.
- ❖ Knowledge of Tally Prime in GST return entries
- ❖ Record maintains in manually as well Tally.

BALAJI MEDICAL CENTRE

July 2015–April 2016

Front office cum Admin Assist

T. Nagar Chennai – 17

COMPANY PROFILE

Balaji Medical Centre, an ISO 9001:2008 Certified organization, started in the year 1995 is an exclusive medical service provider for the Shipping industry for certification of seafarers and providing referral medical assistance as required. Balaji Medical Centre is centrally located in the heart of Chennai city at T. Nagar, OMR & Kochi and has provided the state-of-the-art diagnostic facilities with latest equipment's for diagnosis and certification of fitness for seafarers.

Balaji Medical Centre has been approved by Directorate General of Shipping, Ministry of Surface Transport Government of India for providing medical services to Seafarers. Balaji Medical Centre has also been approved by P & I Club UK, Malaysian Marine Government to provide services to various Ship Management Companies in the world.

NATURE OF WORK -

- ❖ Handling telephone calls (Interconnections)
- ❖ Maintaining candidate's database with in & out time
- ❖ Checking mails & providing a proper Test for Seafarer Candidates.
- ❖ Handling inward and outward couriers Register
- ❖ Preparing Medical Reports for abroad job for seafarers

- ❖ Highly skilled in handling front office activities.
- ❖ Preparing Attendance for the staff's
- ❖ Stationery & Housekeeping Maintenance & Computer Accessories Maintenance
- ❖ Facility Management (Ac, Water, Power)
- ❖ Responsible for communicating the candidates who came for medical test.
- ❖ Maintaining Visitor Register & Leave form Maintenance.
- ❖ Voucher Maintenance (Cash Flow)
- ❖ To keep clients Satisfied and keeps managing their time effectively.

EDUCATIONAL QUALIFICATIONS:

Course	Year Passed out	Name Of Institute	University/Board	Aggregate (%)
B.Sc. [Computer Science]	2015	Chellammal women's College, Chennai -32	Madras University	75%
12 th Board	2012	G.S.P.T Hrs.Sec.School T.Nagar, Chennai -17	Board of Intermediate Education	72.30%
10 th Board	2010	G.S.P.T Hrs.Sec.School T. Nagar, Chennai -17	Board of Secondary Education	76.50%

HOBBIES:

- ❖ Reading Books, Browsing, Updating New Technology Information Related to Communication.

AREAS OF INTEREST:

- ❖ Admin, Accounts Assistant, and HR

COMPUTER SKILLS:

- ❖ Knowledge of Tally ERP 9.0 Software
- ❖ Outlook, Send Grid, Click ups, field sense, Keka.
- ❖ Knowledge Using "TOMS" Software
- ❖ Micro Soft Word, Excel, Access, PowerPoint
- ❖ C language, C++, JavaScript, Language
- ❖ Visual Basic (work ORACAL as backend)
- ❖ Corel Draw Basics only.

EXTRA-CURRICULAR ACTIVITIES:

- ❖ Volleyball, Mathiyosi, Kavithai (Having Certificate in all Areas)

PERSONAL SKILLS:

- ❖ Comprehensive problem-solving abilities.
- ❖ I Have attended career development programs.
- ❖ Excellent Theory and Practical Skills.
- ❖ Ability to deal with people diplomatically.
- ❖ Willingness to learn team facilitator hard worker.

PERSONAL PROFILE:

Name : G.Ishwarya
 Mother's name : G.Ramani
 D.O.B : 02.03.1995
 Languages Known : Tamil, English well, Hindi understands.
 Marital Status : Single
 Permanent Address : 21, Teynampet, Chennai-600018.

DECLARATION:

I hereby declare that what is stated above is true to best of my knowledge. If I am enough fortune to be selected, I will assure you to do my duties well for the entire satisfaction of my superiors.

Place : Chennai
 Date :

Your's Truly,
 Ishwarya G