



**Ms. Namita Vinod
Muchandi**

**Administrative
Specialist**

PROFILE SUMMARY

Highly organized and detail-oriented Administrative Assistant with good years of experience in providing comprehensive support in fast-paced office environments. Proven ability to manage calendars, coordinate meetings, prepare reports, and streamline administrative processes. Proficient in Microsoft Office Suite and adept at handling confidential information with discretion. Committed to enhancing office efficiency and supporting team.

CONTACT DETAILS

- +966556253914
- +917975664858 (WhatsApp)

Email ID: -

- muchandinamita@gmail.com

SKILLS

- Administrative Support
- Communication
- Technical Proficiency
- Organizational Skills
- Office Management
- Data Management
- Problem Solving
- Decision Making
- Team Building

WORK EXPERIENCE

➤ Yash Hospital, Belgaum, India.

Jan 2023- Dec 2024 (2 year)

Designation: - Administrative Specialist

- Provided administrative support to executives, including managing complex calendars, scheduling meetings, and coordinating travel arrangements.
- Prepared and edited correspondence, reports, presentations, and other documents, ensuring accuracy and adherence to company standards.
- Managed office operations, including maintaining office supplies, coordinating with vendors, and ensuring the smooth functioning of office equipment.
- Organized and maintained electronic and paper filing systems, ensuring efficient retrieval of information and maintaining confidentiality.
- Assisted with the planning and execution of company events, meetings, and conferences, including logistics, catering, and participant coordination.
- Handled incoming calls and emails, responding to inquiries, and directing them to the appropriate personnel.
- Streamlined administrative processes and implemented new systems, resulting in improved efficiency and productivity.

Current Location: -
Dammam, Saudi Arabia.

Languages: -

- English
- Kannada
- Hindi
- Marathi

EDUCATION

- ❖ **Benaka Vidya Mandira English Medium High School**
High School
2013
- ❖ **Mahesh PU College, Hubli**
Pre- University
2015
- ❖ **Rajiv Gandhi University, Hubli**
Bachelor's degree
2016-2022 (with internship)

➤ **Secure Multi Specialty Hospital, Hubli, India.**

Sep 2022- Dec 2022 (4 month)

Designation: - Administrative Assistant

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers