

SREELAKSHMI K N

📍 Al Nahda, Dubai, UAE |

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PROFESSIONAL SUMMARY

Dynamic and detail-oriented Executive Assistant and Assistant HR with over 6 years of experience supporting senior leadership, managing HR operations, and coordinating office administration. Expert in calendar and travel management, document preparation, and recruitment support. Demonstrated ability to maintain confidentiality and deliver high-quality administrative support in fast-paced environments.

EXPERIENCE

D4 Integrated Security Solutions LLP, Kozhikode | Feb 2024 – May 2025

Executive Assistant

- Managed CEO's calendar, meetings, and travel arrangements.
- Prepared agendas, reports, presentations, and confidential communications.
- Handled calls, emails, and internal communications.
- Assisted in recruitment processes including sourcing and onboarding.
- Maintained employee records and leave management systems.

Sreepadmam NSS JLG Asraya e Centre | Aug 2022 – Jan 2024

Computer Assistant

- Processed documents, payments, and managed purchases.
- Reminded customers about payments and assisted with accounts.

NewYear Golden Tea Pvt Ltd, Kochi, Kerala | Oct 2021 – July 2022

Personal Secretary cum Office Admin

- Scheduled and coordinated internal meetings and appointments.
- Handled documentation across HR, procurement, and administration.
- Prepared meeting agendas and recorded minutes.
- Assisted with HR administrative tasks and employee coordination.

Ezentur Professional Services Pvt Ltd, Angamaly | Oct 2018 – Feb 2021

Research Associate

- Prepared training content for internal/external programs.
- Supported recruitment, digital marketing, and social media management.

- Handled document preparation and internal coordination.

CAPWDI Pvt Ltd, Angamaly – DDU-GKY Project | Feb 2018 – Sep 2018

Community Mobilizer

- Promoted the DDU-GKY project via awareness sessions and presentations.
- Managed enquiries and admissions process.
- Delivered soft skills and spoken English training.

Youth Social Service Organisation – Jalanidhi Project | Jul 2017 – Dec 2017

Community Development Supervisor

- Coordinated with authorities for project execution.
- Planned community mapping activities and supported recruitment.
- Conducted surveys and field documentation.

CORE COMPETENCIES

Executive Calendar Management, Travel & Itinerary Planning, Recruitment & Onboarding Support, Employee Records Management, HR Documentation, Office Administration, Meeting Coordination & Minute Taking, Communication & Correspondence, Reception & Front Office Management, MS Office Suite (Word, Excel, PowerPoint, Outlook)

EDUCATION

Master of Social Work (MSW) | Sree Sankaracharya University of Sanskrit, Kalady – Kerala, India | Graduated: 2017 | Grade: 76.67%

B.A. in Economics | Christ College, Irinjalakuda – Calicut University – Kerala, India | Graduated: 2015 | Grade: 87.25%

Higher Secondary (Class 12) | Soccorso Girls Higher Secondary School, Mala – DHSE, Kerala, India | Graduated: 2012 | Grade: 91.66%

Secondary Education (Class 10) | Saraswathy Vidyalayam, Pooppathy – CBSE | Graduated: 2010 | Grade: CGPA: 9.2

PERSONAL INFORMATION

Nationality	:	India
DOB	:	05-07-1994
Languages known	:	Malayalam, Tamil, Hindi, English
Passport No	:	V1017040
Expiry date	:	29-04-2031

REFERENCES

Mr. Siyajar Akkaraparambath
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