

GAYATHRI SUBRAMANIAN

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ADMIN ASSISTANT



5 Years Experience | Degree Certificate-Attested

Highly organized and detail-oriented Administrative Assistant with 5 years of experience supporting executives, managing office operations, and ensuring seamless day-to-day workflows. Proven ability to handle multiple tasks efficiently, prioritize responsibilities, and maintain confidentiality. Skilled in calendar management, travel arrangements, document preparation, and communication across all levels of an organization. Proficient in **Microsoft Office Suite, Google Workspace, and various office software tools**. Known for a proactive attitude, excellent problem-solving skills, and a commitment to providing top-tier administrative support.

CORE COMPETENCIES

Office Administration | Calendar & Schedule Management | Travel & Meeting Coordination | Document Preparation & Filing | **Data Entry & Database Management** | Communication & Interpersonal Skills | Customer Service & Client Relations | Time Management & Prioritization | Confidentiality & Discretion | **Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)** | Google Workspace (Docs, Sheets, Calendar, Gmail) | Filing Systems & Records Management | **Problem Solving & Critical Thinking** | **Multi-tasking in Fast-Paced Environments** | **Team Collaboration** & Support

EXPERIENCE

Golden Gates Matric. Hr. Sec. School, Perambalur, Tamil Nadu, India

Admin Assistant | June 2020 – September 2024

- Streamlined student record-keeping systems, reducing filing time by 40% and improving accuracy in compliance reporting.
- Coordinated daily attendance tracking for over 950 students, ensuring timely reporting and follow-up with parents and staff.
- Improved communication between the school office and parents by implementing a clear email and phone call response protocol.
- Assisted in organizing school events (e.g., parent-teacher conferences, assemblies), enhancing community engagement and attendance.
- Managed front-desk operations, greeting students, parents, and visitors professionally while maintaining a secure and welcoming environment.
- Developed efficient procedures for processing student enrollments and withdrawals, decreasing turnaround time by 30%.
- Provided administrative support to teaching staff, including printing materials, scheduling meetings, and preparing class reports.
- Maintained inventory of school supplies and reduced unnecessary spending by tracking usage and placing timely, accurate orders.
- Recognized by the principal for outstanding reliability and professionalism during high-volume periods such as the start of the school year.

FACILITIES & OPERATIONS SUPPORT EXPERIENCE

- Managing office operations and procedures.
- Handling phone calls, emails, and correspondence.
- Organizing and maintaining records and files.
- **Assisting HR** with recruitment and onboarding processes.
- Preparing **reports, presentations, and spreadsheets**.
- Coordinating meetings, appointments, and travel arrangements.
- Managing office supplies and ensuring equipment maintenance.
- Supporting finance teams with invoicing and expense tracking.
- Preparing quotations, tracking **PR (SOW)**, and **PO follow-ups**.
- Generating monthly reports on **RM, CM, PPM**, and **SSM**.
- Maintaining accurate building asset data.
- Creating trackers for **AMC** and business partner updates.
- Handling Help Desk actions and customer communication.
- Screening calls and assisting customers or directing them appropriately.

VOLUNTEER EXPERIENCE

National Cadet Corps (NCC), Anna University, India

Lance Corporal | June 2013 – April 2016

- Achieved 'A' grade in B-Certificate and promoted to Lance Corporal.
- Participated in leadership training and team-building camps.
- Awarded with the rank of Lance Corporal, taking on leadership responsibilities within the NCC unit at Anna University.

EDUCATION

B.E. – Computer Science Engineering (2012-2016)	CGPA: 6.9
Anna University (BIT Campus), Tiruchirappalli, India	
HSC-Maths,Biology (2010-2012)	91%
Sri Ragavendra Matric. Hr. Sec. School, Tamil Nadu, India	
SSLC-All Subjects (2010)	95%
St.Domnics's Girls Hr. Sec. School, Tamil Nadu, India	

SOFT SKILLS

- Empathy: Excellent
- Confidence: Excellent
- Time Management: Very Good
- Organization: Excellent
- Communication: Excellent

ADDITIONAL DETAILS

- Currently residing in Dubai and available for immediate joining.
- Ready to relocate within the UAE.
- Familiar with UAE school culture and parent-teacher expectations.
- Visa Status: Visit Visa (valid until 24.07.2025)
- Degree certificate attestation completed (UAE Embassy / MOFA)