



# DAGGUPATI AVINASH

## ADMINISTRATIVE MANAGER

+971526957344

avinashdaggupati15@gmail.com

DUBAI, UAE

### EDUCATION

#### Bachelor of Engineering

Electronics and  
communication engineering  
Mittapalli of engineering -  
Jawaharlal university  
2011-2016

### TECHNICAL SKILLS

- Excel
- Word
- Power point
- C language
- C++ language

### ADMINISTRATIVE SKILLS

- Communicative
- Problem solver
- Empathetic
- Multitasker
- First aid trained
- Adaptable

### PERSONAL DETAILS

Passport- U3291385

Visa status- VISIT VISA

Nationality- INDIAN

### PROFESSIONAL OVERVIEW

Experienced administrative professional with a background in student services and school operations, transitioning into customer-focused roles with a strong commitment to delivering exceptional client experiences. Proven ability to manage inquiries, resolve concerns diplomatically, and maintain smooth day-to-day operations in high-pressure, people-centered environments. Known for empathetic communication, strong organizational skills, and the ability to foster trust and satisfaction in diverse communities. Eager to bring a service-oriented mindset and administrative precision to the role of Customer Happiness Officer

### WORK EXPERIENCE

#### Administrative manager

Kairos international educational institutions | 2021– 2024

- Handled student, parent, and faculty concerns by providing timely and effective resolutions, ensuring a smooth and supportive experience for all stakeholders.
- Anticipated the needs of students and visitors, offering guidance and administrative support to ensure a welcoming and efficient environment.
- Collected and analyzed feedback from students, parents, and staff to improve service delivery and administrative operations.
- Ensured all student records, enrollment forms, and official documents complied with institutional and regulatory standards.
- Confidently responded to inquiries from students and families regarding academic programs, deadlines, and institutional procedures.

#### Administrative counsellor

Kennedy global educational institution| 2018 – 2021

- Maintained organized and safe administrative spaces, contributing to a productive work environment.
- Regularly reported to school leadership on student satisfaction, process gaps, and areas for improvement.
- Monitored and maintained school assets, such as technology or records, to prevent loss or damage.
- Supported team goals by working collaboratively and seeking innovative administrative solutions.
- Developed an understanding of the broader institutional goals and identified opportunities for professional and process growth.
- Represented the school community with pride and professionalism, fostering a positive impression in every interaction with students, parents, and visitors.