

# SHAMA S

ADMIN COORDINATOR

## CONTACT

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- sshama1997@gmail.com

## SKILLS

- MS Office, Excel, Powerpoint
- Effective Time Management
- Ability to Work Under Pressure
- Communication

## LANGUAGES

English  
Hindi  
Tamil

## VISA STATUS

Sponsor Visa

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## PROFESSIONAL SUMMARY

Detail-oriented and efficient Admin Coordinator with proven experience in managing school administrative operations, supporting academic staff, and maintaining accurate student and personnel records. Skilled in coordinating daily office functions, handling admissions, and ensuring compliance with school policies and regulatory guidelines. Adept at using school management software, maintaining effective communication with stakeholders, and providing high-level administrative support to school leadership.

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## EDUCATION

**MBA - HUMAN RESOURCES MANAGEMENT**  
ANNAMALAI UNIVERSITY ( 04/2023 - 05/2025 )  
CHIDAMBARAM, TAMIL NADU

**BACHELOR OF ENGINEERING - ELECTRICAL & ELECTRONICS ENGINEER**  
ARUNAI ENGINEERING COLLEGE ( 07/2014 - 05/2018 )  
THIRUVANNAMALAI, TAMIL NADU

**HIGHER SECONDARY EXAMINATION**  
SRI LAKSHMI VIDHYALAYA MATRIC HIGHER SEC SCHOOL ( 07/2012 - 04/2014 )  
THIRUKKOVILUR, TAMIL NADU

**SECONDARY EXAMINATION**  
BALAMANDIR MATRIC SCHOOL ( 06/2010 - 04/2012 )  
THIRUKKOVILUR, TAMIL NADU

## DATE OF BIRTH

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31-05-1997

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## EXPERIENCE

### **Admin coordinator**

Balamandir Matric Higher  
Secondary School  
Thirukkivilur, Tamil Nadu, India

06/2024 - 05/2025

- Maintain and update school records (student, staff, and inventory files).
- Manage front office operations (reception, phone calls, visitor handling).
- Draft and distribute official communications such as circulars, notices, and schedules.
- Handle petty cash, invoice processing, and basic financial recordkeeping.
- Handle data input in school management software and ensure regular backup of records.

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## AREA OF INTEREST

- Business Development
- Supply Chain & Management
- Project Management
- Sales support

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## DECLARATION

I hereby declare that the above mentioned particulars are true and correct to the best of my knowledge and belief.