



# AKSHARA KRISHNAN

## ADMIN COORDINATOR

### PROFESSIONAL PROFILE

Results-driven and highly organized Administrative Professional with extensive experience in office coordination, HR support and reception management. Proven ability to streamline office operations, maintain accurate records and ensure smooth workflow across departments. Skilled in employee onboarding, HR documentation, visa processing and compliance with labour regulations. Adept at managing office supplies, vendor relations and scheduling meetings and company events. Strong communicator with experience liaising between internal teams, management and external stakeholders. Demonstrates proficiency in preparing reports, presentations and internal communications while maintaining confidentiality and implementing best administrative practices. Known for multitasking, problem-solving, and supporting management in strategic planning and operational efficiency.

### WORK EXPERIENCE

#### ADMIN COORDINATOR | Aug 2024 - Present

##### L A N GENERAL TRADING LLC

- Oversee daily office operations to ensure smooth workflow and productivity.
- Maintain and organize company records, files and confidential documents.
- Coordinate employee onboarding, offboarding and HR documentation.
- Assist in visa processing, labor contracts and regulatory compliance.
- Manage office supplies, procurement and vendor relationships.
- Schedule meetings, appointments and company events efficiently.
- Prepare reports, presentations and internal communications for management.
- Liaise with internal teams and external stakeholders for operational support.
- Ensure office facilities are safe, organized, and fully functional.
- Implement and enforce office policies, procedures and best practices.
- Monitor employee attendance, leave records and HR-related tracking.
- Support management with administrative tasks and strategic planning.
- Maintain electronic and physical filing systems for easy retrieval.

#### ADMIN & RECEPTIONIST | 2024

##### DIGILOT MARKETING SERVICES

- Greet and greet and assist visitors, clients and vendors in a professional manner.
- Answer and manage incoming calls, emails and correspondence efficiently.
- Manage daily office operations, ensuring smooth workflow and organization.
- Maintain and organize company records, files and confidential documents.
- Coordinate employee attendance, leave records and office schedules.
- Assist in HR-related documentation, onboarding and administrative tasks.
- Handle office supplies, procurement and vendor coordination.
- Schedule appointments, meetings and company events.
- Prepare reports, presentations and internal communications for management.
- Liaise with internal departments and external stakeholders for operational support.
- Maintain a clean, organized and professional reception and office environment.
- Support management with administrative tasks, travel arrangements and logistics.
- Track and manage invoices, petty cash and office expenses.
- Implement and enforce office policies, procedures and administrative best practices.
- Assist in coordinating marketing campaigns, promotions and client communications.

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### EXPERTISE

- Office Administration
- Administrative Support
- Office Coordination
- Records Management
- Document Control
- Onboarding
- HR Documentation
- Front Desk Management
- Call Handling
- Customer Service
- Social Media Marketing (SMM)
- Data Analysis & Reporting
- Audience Targeting

### LANGUAGES

- English
- Malayalam
- Hindi

### COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint

## EDUCATION

2016 - 2019

**BACHELOR OF COMMERCE  
COMMERCE WITH COMPUTER  
APPLICATION**

Kannur University, Kerala, India

2014 - 2016

**SECONDARY EDUCATION  
COMMERCE**

Bord of Higher Secondary  
Examination, Kerala  
GHSS For girls Madayi

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## PERSONAL DETAILS

Nationality : Indian  
D.O.B : 18-11-1997  
Gender : Female  
Marital Status : Married  
Passport No : X6140068

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## REFERENCES

**Onella Ranasinghe**  
Position: Head of Admin HR &  
Manager  
Contact: +971 562257590

## JUNIOR DIGITAL MARKETING EXECUTIVE | 2021- 2023

ANANDAVAK SOLUTIONS

- Coordinate Assist in planning, developing and executing digital marketing campaigns across social media, email and online platforms.
- Manage and update company social media profiles to increase engagement and brand awareness.
- Conduct keyword research and implement SEO strategies to improve website ranking.
- Monitor website traffic, campaign performance and social media analytics using tools like Google Analytics.
- Create and optimize content for blogs, social media posts and email marketing campaigns.
- Support paid advertising campaigns (Google Ads, Facebook Ads) to maximize ROI.
- Collaborate with design and content teams to produce marketing materials and visuals.
- Stay updated on digital marketing trends and industry best practices.
- Assist in reporting campaign performance and providing actionable insights for improvement.

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## HOBBIES

- Music
- Traveling
- Reading

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## DECLARATION

Hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of the belief and knowledge.

**AKSHARA KRISHNAN**