



Sumitha B

OFFICE ADMINISTRATOR

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PROFESSIONAL SUMMARY

Detail-oriented and resourceful Administrative Professional with over 7 years of experience in office administration, purchasing, HR support, and secretarial functions across academic, retail, and corporate environments. Skilled in managing office operations, vendor coordination, document control, and staff support with a proven ability to streamline processes and maintain high levels of accuracy. Adept at multitasking, handling confidential information, and delivering efficient administrative solutions to support organizational goals. Known for strong communication skills and the ability to build positive relationships with colleagues, clients, and stakeholders.

AREAS OF EXPERTISE

- Office Administration & Operations Management
 - Procurement & Vendor Coordination
 - HR Assistance & Payroll Processing
 - Document Management & Record Keeping
 - Meeting Scheduling & Correspondence Handling
 - Customer Service & Client Relations
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PROFESSIONAL EXPERIENCE

PURCHASE ASSISTANT

03/2021 – 10/2021

Orange Super Market, Vadakara, India

- Managed vendor communication and negotiated product procurement to ensure timely supply and cost efficiency.
- Conducted market research and price comparisons to support competitive purchasing decisions.
- Entered product data accurately into ERP/system prior to billing, maintaining updated inventory records.
- Verified invoices against purchase orders, resolving discrepancies to ensure accurate payments.
- Coordinated with internal departments to meet stock requirements and avoid shortages.
- Monitored purchase order status and followed up with suppliers for on-time delivery.
- Prepared purchase reports and maintained documentation for audit and compliance purposes.

SECRETARY

06/2017–06/2019

Amrita University, Coimbatore, India

- Managed incoming and outgoing correspondence, calls, and emails to ensure timely communication.
- Scheduled and coordinated meetings, appointments, and departmental events for smooth workflow.
- Prepared meeting agendas, minutes, and documentation to support decision-making processes.
- Maintained organized filing systems for records, reports, and confidential documents.
- Supported department staff with administrative tasks and facilitated interdepartmental communication.
- Acted as the primary point of contact for internal and external stakeholders, ensuring professional service delivery.

OFFICE ADMINISTRATOR

04/2014 – 06/2017

N Technology, Coimbatore, India

- Entered, updated, and maintained customer and employee data, including billing and payroll records, ensuring data accuracy.
- Managed office supply inventory and coordinated procurement to prevent shortages and maintain smooth operations.
- Operated and maintained office equipment such as printers, copiers, scanners, and fax machines to ensure uninterrupted workflow.
- Prepared and organized documents, reports, and correspondence for internal and external communication.
- Ensured compliance with company policies and maintained confidentiality of sensitive information.

OFFICE ADMINISTRATOR

12/2013 – 03/2014

Ganesh Raja Engineers, Coimbatore, India

- Logged and tracked service calls in software systems, ensuring accurate and timely updates.
- Managed biometric attendance records and generated reports for payroll processing.
- Prepared and issued customer quotations, maintaining accurate records for follow-up and conversion.
- Developed and maintained a tracking system for customer orders to ensure timely fulfillment.
- Monitored office inventory and equipment, coordinating replenishment and repairs to maintain smooth operations.

HR ASSISTANT

06/2013 – 12/2013

Pazhamudir Super Market, Coimbatore, India

- Processed payroll, including ESI and PF calculations, using biometric attendance systems.
- Maintained and updated HR records, employee files, and company documentation.
- Conducted data analysis on store performance and prepared reports for management.
- Developed and maintained the employee handbook, ensuring compliance with company policies and labor laws.
- Assisted in recruitment processes, including shortlisting resumes, scheduling interviews, and onboarding new hires.

EDUCATION

- **Master of Business Administration (MBA) – HR & Finance**
- **B.Sc. in Plant Biology and Plant Biotechnology**
- **Honours Diploma in Computer Applications**

PROFESSIONAL SKILLS

- Office Administration & Operations Management
- Document Management & Classification
- MS Office Suite: Word, Excel, PowerPoint, Outlook
- Customer Service & Client Relations
- Email & Correspondence Management
- Scheduling & Calendar Coordination
- Record Keeping & Data Entry
- Reporting & Performance Tracking
- Inventory & Office Supplies Management
- Team Coordination & Support

SOFT SKILLS

- Strong Organizational & Multitasking Abilities
- Excellent Verbal & Written Communication
- Attention to Detail & High Accuracy
- Critical Thinking & Problem Solving
- Time Management & Prioritization
- Ability to Work Independently & Collaboratively
- Relationship Building & Teamwork
- Adaptability & Flexibility in a Dynamic Environment
- Professionalism & Confidentiality

ADDITIONAL INFORMATION

- Nationality : Indian
- Gender : Female
- Languages Known : English, Tamil, Malayalam
- Visa Status : Spouse Visa
- Availability : Immediate