

JYOTHI LAKSHMI

Administrative Officer (www.linkedin.com/in/jyothi-lakshmi-8361a616)

Self-motivated professional with advanced administrative skills; flexible in managing and prioritizing large workloads in fast paced environments that demand strong organizational and leadership skills. Strengths include good judgment, interpersonal skills with focus on diversity, event and travel planning, and completing complex projects in short timeframes. To continue in a professional administrative position that will utilize outstanding skill set and years of experience.

PERSONAL DETAILS

Mobile No : +971 551563768
Email ID : jyothi.jolly@gmail.com
Address : Al Karama, Dubai, UAE
Nationality : Indian
D.O.B : 29th August, 1983
Marital Status : Married
Visa Status : Husband sponsorship

ACADEMIC CREDENTIALS

2006 **Masters of Science (Biotechnology)**
Punjab Technical University, Hyderabad

2004 **Bachelor of Science (Microbiology, Zoology, Chemistry)**
Osmania University, Hyderabad

2000 **Secondary School**
PML SD Public School, Chandigarh

1998 **High School**
Sanjay Public School, Chandigarh

KEY SKILLS

- Customer Service
- Analytical Skill
- Office Operations
- Documentation
- Clerical Support
- Project Management
- Content Marketing
- Public Relations Strategies
- Administrative Assistance
- Office Management
- Excellent Interpersonal
- Administrative Functions

EXPERIENCES

❖ Office Administrator | Jul 2023 - Oct 2023

EXPERTS' CHOICE GENERAL TRADING LLC, DUBAI

- Handling office administration, accounts (Estimate/Invoice preparation), client interactions, payment collection calls, co-ordinating works with sales & logistics teams as per requirement.

❖ Senior Admin Executive | Oct 2020 - Apr 2023

CETACEAN BUSINESS SOLUTIONS LLP, KOCHI, INDIA

- Handling recruitment support (from initial candidate (IT/CS) screening till final onboarding), online/offline client support, coordinating online/offline corporate technical training programs (approx.5-10 weeks) specially designed for IT/CS freshers & people having career break and later placement procedures followed with different IT companies (as per requirement) based mainly in Info park, Smart city, Technopark in Kerala & some companies based in Bangalore.
- Support senior managers and executives with daily clerical tasks.
- Answer phone calls, provide information to callers or connect callers to appropriate people.
- Schedule appointments and update calendar.
- Develop and maintain a filing system.

❖ Client Relationship Manager | Jan 2020 - May 2020

CARING PEOPLE, KOCHI, INDIA

- Caring People being an in-home/hospital medical service provider, requires rigorous interactions with clients regarding their needs & providing support in every possible way.
- This includes calling, interacting & coordinating with respect to patients, doctors, nurses, medical equipment providers, etc (all depending on patient's requirements). Since the company has services all over Kerala & Mumbai, so constant monitoring of all aspects with regard to the patients requirements has to be taken care off.

❖ PRO & Content Writer | Sept 2019 - Dec 2019

mPHONE ELECTRONICS & TECHNOLOGIES PRIVATE LIMITED, KOCHI, INDIA

- Worked as PRO in the sales & marketing branch office of a mobile phone company. Developed content for in-house creative requirements used for company promotion.

ACCOMPLISHMENT

Carried out a project on the topic "Analysis of Inactivating Mutation (Ala 189 Val) in the extracellular domain of FSHR in Premature Ovarian Failure" from Institute of Genetics & Hospital for Genetic Diseases, Osmania University, Hyderabad for a period of three months in 2006.

- Attended various seminars with regard to Life Sciences including many Industrial/Laboratory visits.
- Knowledge of Basic Computer Applications (MS Word, Excel, Powerpoint, customized company softwares) alongwith Adobe Photoshop, Corel Draw (basics), Tally (basics).

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Punjabi
- Telugu

PASSPORT DETAILS

Passport No : W8825461
Date of issue : 21/12/2022
Date of Expiry : 20/12/2032
Place of issue : Cochin

❖ HR Manager | May 2016 - Jun 2019.

GREENS FAÇADE ENGINEERING SERVICES PVT. LTD., KOCHI, INDIA

- Calling, Recruiting, Planning & coordinating the HR related activities for getting the best output from the employees and maintaining a healthy relationship between the employees and the top management.
- Preparation & documentation of the employee related details like personal details, offer letters, daily attendance updating, time sheet updating, leaves taken, weekly shift updating, salary slips/certificates, wages register updating, experience certificates, official agreements (if any), etc.
- For a brief period, carried out accounts related works as well like maintaining accounts records (bills/bank statements), updating the records in Tally (training was provided), regular interactions with the company CA & related works, updation of the salary/TDS processing formats every month, collection of supporting documents from the employees on regular basis during the IT filing period.

❖ Administrator cum Public Relation Executive | Feb 2013 - May 2016.

BRAND ID, KOCHI, INDIA

- Planning, conducting & coordinating press meets for clients based in Kerala (KSIDC, INKEL, CII, Double Horse & Elite Foods Pvt. Ltd) to get maximum coverage in Kerala/other Indian States/Abroad.
- Coordinated a press meet which was held in Chennai for Double Horse.
- Updates/Follow-ups on media coverage (print/electronic) regularly handled.
- Coordinated a press meet followed by a Roadshow, Elite's Cake-on-Wheels (media coverage) held covering all the districts in Kerala as part of the Christmas/New Year promotion for their new products.
- Prepared many press notes/releases (English), headlines, body copy for various ads (print ads) for clients.
- Copywriting & Proofreading
- Coordinated a photo-shoot for a client based in Kerala meant for print/TV ads (Double Horse)
- Client servicing through calls & official meetings as per requirement.
- Online promotion of Artworks/TVC's of major clients (Double Horse, DIOS, NCRMI, Alapatt Gold, etc) on social networking sites like Facebook, LinkedIn, Youtube.

❖ Administrator cum Public Relation Executive | Oct 2011 - Oct 2012

SOBHAGYA ADVERTISING SERVICE KOCHI, INDIA

- Planning & implementation of various ideas to get effective mileage via media groups (print & electronic) for various prestigious organizations in & around Kerala.
- Planning, conducting & coordinating press meets for clients based in Kerala
- Updates/Follow-ups on media coverage (print/electronic) regularly handled.

❖ Assistant Facilitator (In-house Trainer) | Oct 2010 - Sept 2011

TotQM CREATIVE SOLUTIONS, KOCHI, INDIA

- Interview staff and managers to assess training needs.
- Design training curriculum.
- Organize in-house and offsite activities, like presentations, job simulations and role-playing exercises.
- Manage employees' subscriptions to conferences and e-learning courses.
- Order instructional material (e.g. e-books and manuals).

❖ Biochemistry Lecturer | Nov 2006 - Mar 2008

ST. JOSEPH'S JUNIOR COLLEGE, HYDERABAD, INDIA

- Delivering lectures, leading laboratory sessions, preparing course materials, assessing student progress, and providing academic advice.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.