

RESUME

PAVAN KUMAR N

📍 Bidadi, Ramanagara District, Karnataka – 562109

📞 8073695558

✉ pavankumar08870@gmail.com

Professional Summary

Highly organized and detail-oriented Executive Administrator with strong experience providing high-level administrative support to senior executives. Skilled in managing complex schedules, coordinating meetings and travel, and handling confidential information with discretion.

Proficient in office software, project management tools, and communication platforms. Known for excellent multitasking, problem-solving, and communication skills, with a proactive approach to improving office efficiency.

Dedicated to delivering exceptional support and contributing to executive team success in fast-paced environments.

Skills

- Project Management
 - Customer Service
 - Multitasking
 - Problem Solving
 - Communication
 - Time Management
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Employment History

Executive Administrator

USDC GLOBAL, Bangalore, Karnataka

Aug 2024 – Present

- Manage executive calendars, coordinate meetings and appointments.

- Act as a liaison between executives, staff, clients, and external partners.
- Prepare reports, presentations, and correspondence for meetings.
- Organize and coordinate domestic and international travel.
- Oversee daily office operations and manage office supplies.

Education

BIMS, Ramanagara, Karnataka

Bachelor of Business Administration (BBA), Marketing & Logistics

Graduated: June 2024

Basaveshwara Swami Composite PU College, Ramanagara, Karnataka

Graduated: May 2021

PERSONAL PROFILE

1. Name : Pavan Kumar N
2. Father Name : Ningaborehegade
3. Mother Name : Lakshmi
4. Date of Birth : 27/09/2003
5. Religion : Hindu
6. Languages Known : KANNADA, ENGLISH, HINDI
7. Hobbies : Reading, Playing Games and listening.
8. Permanent Address : Baredhodi, Bidadi, Ramanagar-562109

DECLARATION

I hereby declare that the above given information is correct to the best of my Knowledge.

Place :

Date :

**Yours faithfully
(Pavan kumar N)**