



Sangeetha Ranganathan
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Objective

To be a part of an organization where the process of learning never ends and to utilize the knowledge already gained, in a responsible and proper manner resulting in a value add to the organization and to reach the apex.

Profile Summary

Proactive Office Administrator with 4 years of experience in providing administrative support to senior executives. Skilled in managing complex calendars, arranging travel, and preparing reports and presentations. Demonstrated ability to anticipate needs and proactively address issues.

Work Experience

Kidzee Sompura - Bangalore
May-24

Admin Co-Ordinator

May-23 to

As a **School Admin Coordinator**, I was responsible for overseeing various administrative and educational aspects within the school. My key responsibilities included:

- Organizing school events, workshops, and parent-teacher meetings.
- Handling Admission ,Enquiry and Accounts.
- Facilitating effective communication between staff, students, and parents.
- Managing paperwork, maintaining records, and handling day-to-day administrative duties.
- Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security.

Balaji Textiles - Coimbatore

Office Administrator

Jan-15 to Oct-18

In my role as part of the **Textile Mill Office Administration**, I contributed to the efficient functioning of the textile mill by performing various administrative tasks. Some of my key responsibilities included:

- Inventory Management: Keeping track of raw materials, finished products, and supplies.

- Billing and Invoicing: Handling billing processes, invoicing customers, and managing financial records.
- Personnel Administration: Assisting with employee records, attendance, and payroll.
- Coordinating with other departments, suppliers, and clients.
- Ensuring accurate data entry and maintaining necessary documentation.

Professional skills

- Proficient in MS Office (Excel, Word, Power Point)
- Tally
- Strong Organizational Skill
- Ability to Multi task

Education

- MBA(Finance) from Bharathiyar University – 2014
- M.com (Computer Application) from Bharathiyar University – 2014
- B.com (Computer Application) from Bharathiyar University – 2012

Personal Details

- Date of Birth: 31-Jul-1992
- Marital Status: Married
- Linguistic Abilities: English, Tamil & Telugu
- Interests & Hobbies: Cooking, Watching Movies, Spending time with Kids

Declaration

I, **Sangeetha Ranganathan**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

Place: Bangalore