

Vedavathi. R

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WORK EXPERIENCE

Amazon

Executive Helpdesk admin assistant

Aug 2024 – Jan 2025

- Maintain complex and detailed calendars and organizational charts.
- Screen incoming calls and determine the level of priority, while using caution in dispensing information
- Manage the coordination and logistics of both internal and external meetings and arrange and coordinate complicated domestic and international travel
- Organize all aspects for offsite conferences and external events, including catering.
- Process invoices and ensure all policies are followed and items are processed within provided guidelines. Act as a subject matter experts for policies and procedures
- Assist with staff on-boarding and off-boarding, which includes requesting equipment setup and system access
- Produce high quality emails and messages to individuals at all levels of the organization
- Handle regular activities without prompting, and advise in advance with issues or delays
- Assist in editing spreadsheets and presentations, including printing and binding, for client meetings
- Work cooperatively with the administrative assistant's team, in positive partnership to support each other smoothly

Klay Founding Years Pvt Ltd

Center Admin and Counselor

Feb 2024 - July 2024

- Manages the center's operations, teams, including problem solving and conflict resolution.
- Works with stake holders like companies and community organizations to ensures the center's goals are met.
- Facilitate communication within the organization and support strategic planning.
- Handle scheduling, correspondence, data entry, file management, & office supply management.
- Provide resources, assist with administrative tasks, and resolve issues.
- Keep in touch with applicants and families before and after admission to collect and analyze data.
- Plan and participate in tours, open houses, and other events.
- Share information about the school, admission criteria, and more.
- Create and implement policies and procedures for admission.

Reality Technology Pvt Ltd

Executive Assistant

June 2021 - Jan 2024

- As an EA should act first point of contact for general communications with their boss.
- Answering calls and routing them to the right person. Responding to emails and resolve the issue on priority.
- Making travel arrangements for the senior officer they work for and keeping track of their itineraries
- Planning and scheduling meetings, recording the meetings and attend the meeting to take note and keep the client data for further reference.
- Researching and organizing data to represent the senior management, which may include directors, executive, and committees.
- Performing bookkeeping tasks, creating expense reports, handling memo, invoices, and related documents, including sensitive information to keep them confidential.
- Screening visitors and deciding if they should be allowed to meet with the executives
- Office duties such as sourcing office supplies and handling the filing system
- Providing complete administrative support and act as a virtual assistant

FirstSource Solution Private Limited

Senior Administrative Assistance

May 2019 - Jan 2021

- Be responsible for organizing and maintaining the company's calendar. This includes scheduling meetings, appointments, and events.
- Manage all incoming and outgoing communication, including emails, phone calls, and physical mail.
- Prepare necessary documents, reports, and presentations for meetings and other business operations.
- Analyse and oversee the office's day to day operations, ensuring a smooth workflow and a healthy work environment.
- Manage and maintain relationships with vendors and suppliers, negotiate contracts, and handle any issues or disputes that arise.
- Provide support to staff members, assisting with any administrative tasks and resolving any issue that may arise
- Coordinate and manage projects, ensuring they are completed on time and within budget.
- Ensure to manage and organize company data, it is accurate, secure and accessible
- Help implement company policies and procedures, ensuring compliance and efficiency in all business operations.

EDUCATION

IIIST

Bachelor of Computer Application | 2021

SKILLS

- Word Processing
- Spreadsheets
- Presentation Software
- Programming
- Microsoft office Suite
- Problem Solving
- Analytical thinking
- Cloud Computing
- Exceptional organization
- Time Management
- Effective communication
- Calendar Management
- Multi-tasking

CERTIFICATE

Graphic Designer | 2024