

JYOSTHNA DEVI R

OFFICE ADMINISTRATOR

CONTACT

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Bangalore, Karnataka 562125

PROFILE SUMMARY

Brings extensive experience in school management and administration, coordinating staff operations and maintaining efficient daily functions. Skilled in budget management, correspondence, and implementing systems that enhance organizational effectiveness. Provides valuable support in event logistics and community engagement, fostering positive relationships and contributing to successful operations.

EDUCATION

2005 - 2008

IGNOU

- Masters in Business Administration

1999 - 2002

KAKATIYA UNIVERSITY

- Bachelors in Commerce and Computer Science

SKILLS

- Administration
- Staff Coordination
- Employee management
- Proficient in Microsoft Office
- Budgets Management
- Progress monitoring

LANGUAGES

- English: Fluent
- Telugu: Fluent
- Hindi: Intermediate
- Kannada: Basics

WORK EXPERIENCE

Front Office Executive,
Deens PU College, Gunjur

NOV 2024 - MAR 2025

- Managing daily school operations and functioning.
- Handling official correspondence, documentation, and record-keeping.
- Monitoring entry and exit of school personnel.
- Managing emails and communication with staff and parents. - Greeting clients and performing customer service duties.
- Administrative tasks including paperwork, reporting, and database entry.
- Professional complaint handling and process monitoring.
- Ensuring confidentiality and document organization.

Administrative Officer,
Champion International School

JUN 2020 - NOV 2024

- Student enrollment, parent-teacher coordination.
- Attendance tracking, logistics, budgeting, and financial planning.
- Scheduling, correspondence, and record-keeping.
- Process improvement and administrative support.

Head Administrator,
Hello Kids Play School, Sarjapura

JUN 2014 - NOV 2020

- Managing staff, budget, and student services.
- Implemented discipline and professional development.
- Strengthened parent and community relationships.