



Bernadine Maria Bowers E

OFFICE ADMINISTRATOR

OBJECTIVE

Detail-oriented and organized *Office Administrator* with 5 years of experience in providing administrative support to ensure efficient office operations. Skilled in managing schedules, coordinating meetings, handling correspondence, and maintaining office supplies. Proficient in utilizing office software and handling confidential information with discretion. A proactive problem solver with excellent communication and multitasking abilities.

EXPERIENCE

OFFICE ADMINISTRATOR

Chandran Gurukkal Ayurvedic Clinic, Bangalore (July 2022 – Present)

- Managed day-to-day administrative tasks, including scheduling appointments, coordinating meetings, and handling phone calls and emails.
- Implemented and maintained efficient office systems and procedures to enhance productivity and workflow.
- Prepared and proofread documents, reports, and presentations for accuracy and professionalism.
- Managed office supplies and inventory, optimizing costs by negotiating with suppliers.
- Assisted in organizing company events and managed logistics for team-building activities.

CUSTOMER SUPPORT INBOUND

Licious, Bangalore (Dec 2021 – Oct 2022)

Responsible for,

Order Processing / Product Knowledge / Query Resolution / Delivery Coordination / Customer Communication / Refunds and Returns / Customer Feedback / Problem Solving / Record Keeping / Promotions and Offers

ADMINISTRATIVE ASSISTANT

Stonehill International School, Bangalore (Sep 2018 – Feb 2021)

- Managed student records, maintaining accuracy and confidentiality in attendance, grades, and personal information.
- Coordinated school events, meetings, and parent teacher conferences, ensuring smooth logistics and participant satisfaction.
- Facilitated effective communication between parents, students, and staff, conveying important messages and updates promptly.
- Provided administrative support to school staff and teachers, fostering a positive and collaborative work environment.
- Proficiently used school management software and technology tools for tasks like attendance tracking and grade management.
- Assisted in student enrollment processes, guiding parents and students through paperwork and orientation procedures.

CONTACTS

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SOCIAL MEDIA



SKILLS

- Office Management
- Administrative Support
- Calendar Management
- Communication (Written and Verbal)
- Problem-Solving
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to Detail
- Time Management

EDUCATION

Pre Primary Teacher Training (TEFL/TESOL)
Asian College of Teacher Training (2020) 85%

1st PUC (CEBA)
Krupanidhi College
(2015) (Discontinued)

SSLC
Everest High School
(2014) 53%