



Smita K

Project Manager | Admin Coordinator

Experienced administrator and project manager with a proven record in streamlining operations, supporting leadership, and delivering cross-functional coordination across corporate, NGO, and design industries.

Contact

Phone

70901 66663

Email

asn_2k2001@yahoo.com

Location

Bengaluru

Interest

- Dance
- Travelling

Expertise

- Microsoft Office (Word, Excel, PowerPoint)
- Time Management
- Team Coordination
- Communication
- Confidential Handling

Education

B.COM, **University of Delhi**

Diploma in Computer
Applications, **NIIT**

Language

- English
- Hindi
- Malayalam

Experience

2023- Present

ISHA Life Business Pvt Ltd (Isha Foundation), Coimbatore

Customer support Representative

- Managed departmental recruitment and customer support
- Coordinated internal and external communication
- Oversaw recordkeeping, scheduling, inventory, and office systems
- Handled public relations and cross-functional collaboration

2021 - 2023

Mobile Creches, Delhi

Executive Assistant to Executive Director

- Provided administrative and secretarial support to senior leadership
- Managed calendars, documentation, travel, and meetings
- Handled stakeholder communication and maintained filing systems
- Organised major events and workshops, maintaining high confidentiality

2014 - 2021

Home Décor, Bengaluru

Project Manager

- Led interior design projects from planning to delivery
- Supervised staff and managed project timelines, reports, and budgets
- Handled payroll and inventory, liaised with clients and vendors
- Ensured seamless communication between stakeholders

2002 - 2015

Dance Educator & Curriculum Designer

- Designed and implemented a structured Bharatanatyam curriculum tailored for school:
 - Harvard Public School, Hyderabad
 - Patel Public School, Bangalore
 - Gopalan International School, Bangalore
 - Indus International School, Bangalore
- Integrated classical and western dance with educational values to promote discipline, cultural literacy, and creativity.
- Coordinated with school management and faculty to align curriculum with academic schedules.