



Hansini Nandesh

Administrative Assistant

Highly adaptable and dedicated administrative assistant with over four years of experience in handling datasets, ensuring accuracy and improving data processing workflows. Assisted in sales promotion and visual merchandising. Focused to achieve continuous and improved business performance. Influence business decision-making and communication skills. Won the Adidas Store Sales Competition for achieving the highest sales & exceeding the target, resulting in company rewards.

✉ hansininandesh@gmail.com

📍 Dubai, United Arab Emirates

📞 +971-55-965-9860 Visa Status : Father Sponsorship

🌐 [linkedin.com/in/hansini-nandesh-a02b29145](https://www.linkedin.com/in/hansini-nandesh-a02b29145)



SKILLS

Document Control

Database Management

Records Management

Client Relations

Document Storage

Extremely adaptable

Communication

Database Administration

Quality Assurance

Technical Reporting

Data Verification

Coordination Management

MS Office applications

Process Improvements

Vendor Management

Record Management

Privacy Protocols

Workflow Management

Team Leadership



WORK EXPERIENCE

Academic Counsellor

Meccademia Educational Institution

03/2024 - Present, Achievements/Tasks

Dubai, UAE

- Provide personalized academic counseling to students, helping them navigate their educational journey.
- Assist students in selecting courses that align with their academic interests, career goals, and degree requirements.
- Offer Advice on academic policies, procedures, and degree requirements, ensuring students understand graduation requirements.
- Guide students in exploring career options, internships, and job opportunities related to their field of study.
- Maintain accurate and confidential records of student interactions, academic progress, and counseling sessions.
- Work with faculty, staff, and administration to develop and implement programs that enhance student academic success. Connect
- students with campus resources, such as tutoring centers, mental health services, and financial aid. and industry.
- Represented the institute at Sastra Prathibha Scholarship Award Ceremony 2024, organised by Science India Forum and Government of India and sponsored by Meccademia Institute

Administrative Assistant

Nayan Foundation of Performing Arts

04/2019 - 12/2023, Achievements/Tasks

Mumbai, India

- Organizing and maintaining office files and records, both physical and digital.
- Managing the calendars of executives and team members by scheduling meetings, coordinating conference calls.
- Managing both internal and external communications by handling incoming calls, emails, and mail, as well as drafting.
- Updating confidential records and files, including employee records, financial documents.
- Conducting research on various topics as needed by the organization and preparing comprehensive reports, presentations.
- Processing invoices, handling expense reports, preparing financial documents, and some assisting with basic bookkeeping.
- Implement and enforce office policies and procedures by ensuring that all staff members to comply with company guidelines.
- Oversaw daily operations for increased efficiency of company and its events.



WORK EXPERIENCE

Sales Associate Adidas

09/2018 - 03/2019, Achievements/Tasks

Dubai, UAE

- Completed various administrative responsibilities
- Fostered relationships with customers to enhance loyalty and retention
- Assisted in managing day-to-day business operations - selling various sports & fashion wear products by explaining unique features, educating customers on proper application of products and footwear



Internship

Data Administrator Emirates Airlines

12/2017- 03/2018, Achievements/Tasks

- Updated databases with current information resulting in improved data accuracy
- Analysed departmental documents for appropriate distribution and filing
- Monitored multiple databases to keep track of all company inventories
- Worked with the catering, delivery and finance departments to achieve quality standards with strategic financial plans



EDUCATION

- **B.A. Media and Communication** | Manipal Academy of Higher Education, Dubai Campus, U.A.E. | 2017
- **VFX and Animation - Professional Certificate Course** | SAE University, Dubai, U.A.E. | March 2019
- **Data Analysis - Professional Certificate Course** | IBM, Dubai, U.A.E. | August 2023 - November 2023



TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Adobe CC , Canva

Digital Data Management

Leadsquared (CRM Software)



LANGUAGES

English



Hindi



Malayalam



Arabic



REFERENCES

Available upon request.