

Praveena NAir

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PROFESSIONAL SUMMARY

- Hard-working, driven, ambitious professional seeking a growth opportunity within a meritocratic company like (company_name). Always willing to debate and advance the best idea to achieve positive business outcomes regardless of the source of that idea.

EXPERIENCE

Company Name. City

Project Administrator | 02-2015 - Current

- Schedule meetings and take minutes.
- Order office supplies as needed.
- Track project expenses.
- Prepare requested documents for team members.
- Conduct research for team members.
- Create progress reports.

SKILLS

- A degree in business management, business administration or a related field.
- Prior experience as a project administrator or a related administrative role.
- Attention to detail.
- Excellent interpersonal and communication skills.
- Excellent organizational skills.
- Proficiency with Microsoft Office.

EDUCATION

University Name

City

2012

MBA: HR