



HARITHA U PILLAI

ADMINISTRATIVE ASSISTANT

✉ harithaupillai072@gmail.com ☎ + 971 569293796

SUMMARY

Detail-oriented and highly motivated administrative professional with a Bachelor of Business Administration and expertise in office management, customer service, and organizational support. Adept at handling clerical tasks, coordinating schedules, and ensuring efficient business operations. Strong communication and problem-solving skills with proficiency in MS Office and administrative tools. Seeking an administrative assistant role to leverage my skills in office coordination, document management, and client support.

WORK EXPERIENCE

RECEPTIONIST

Kairaly Auto Solutions, pathanamthitta, India

Dec 2024 – May 2025

Greeted and assisted customers in a professional and friendly manner. Handled incoming calls, scheduled appointments, and directed inquiries to the appropriate departments. Performed daily administrative tasks such as filing documents, entering data, and managing correspondence. Maintained a clean and organized front desk area and ensured a smooth visitor check-in process. Provided accurate information about services and supported the sales and service teams in coordinating with customers.

Administrative Assistant

Dec 2022 – Nov 2024

Ozone Pvt. Ltd. Pathanamthitta, India

Managed office operations, including handling correspondence, scheduling meetings, and preparing official documents. Responsibilities included processing invoices and maintaining accurate financial records. Played a key role in coordinating appointments and ensuring smooth office workflow. Maintained client records, resolved inquiries efficiently, and provided administrative support to HR and finance teams. Also assisted in organizing internal events, meetings, and workshops, including sending invitations and preparing documentation. Managed senior staff calendars, answered phone calls, scheduled appointments, and arranged travel plans, ensuring the daily operations of the office ran smoothly and efficiently.

SKILLS

- Organizational & Time Management
- Strong communication & Interpersonal skills
- Customer Service & client relations
- Scheduling & calendar management
- Office Administration & clerical support
- MS Office Proficiency

EDUCATION

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| • Bachelor of Business Administration - Kerala University | 2019 - 2022 |
| • Diploma in Airport & Airline Management, BSS, India | 2020 - 2021 |
| • Plus Two – Board of Higher Secondary Education, Kerala | 2017 - 2019 |
| • SSLC – Board of Secondary Education, Kerala | 2016 - 2017 |

CERTIFICATIONS

- IATA
- PG Diploma in Professional Finance Management With Tally & Company Accounting
- MS Office
- Airline & Airport Management

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PASSPORT DETAILS

- PASSPORT NUMBER : W3600070
- PASSPORT ISSUE DATE : 15-07-2022
- PASSPORT EXPIRY : 14-07-2032
- VISA STATUS : Visit Visa
- Availability : Immediately