

ARATHY VIKRAMAN

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CAREER OBJECTIVE:

A challenging career with a reputed organization where the atmosphere is conducive to my professional growth and achievement

CAREER SUMMARY:

- Strong ability to lead and train staff and consultants
- Deep ability to compile information and prepare reports
- Immense ability to schedule appointments and maintain calendars
- Remarkable word processing and data entry skills
- Proficient at arranging travel schedules and reservations
- Able to work and converse effectively with all levels of colleagues, clients and other external associates

EDUCATION

Government of Kerala, India

Higher Secondary School (2012 – 2014)

Mahatma Gandhi University, Kottayam, Kerala, India

Bachelor of Business Administration (2014 – 2017)

Annamalai University Chennai, Tamil Nadu, India

MBA in Human Resource Management (Currently Pursuing) (2019)

PERSONAL ATTRIBUTES

- Excellent leadership skills and highly self-confident
- Willingness to learn and fast learner with good team spirit
- Excellent client handling and coordination skills
- Excellent interpersonal and customer service skills
- Innovative and hardworking
- Commitment and loyalty to the tasks taken up

CAREER PROFILE SUMMARY

| COMPANY | POSITION | DATE HIRED |
|-----------------------------|---|-----------------------|
| MWT EDUCATIONAL CONSULTANCY | ADMINISTRATION & VISA DOCUMENTATION EXECUTIVE | JULY 2018 – SEPT 2019 |
| EUROVISAS | ADMIN EXECUTIVE | MAY 2017 – MAR 2018 |

MAJOR ASSIGNMENTS

1. Administration & Visa Documentation Executive

July 2018 – September 2019

- Scheduling appointments
- Collection and verification of the documents for the student visa process
- Interaction with agents and sub-agents across Nepal, Africa and Australia
- Preserving the records - Storage, cataloging and retrieval
- Maintain the integrity of working documents and update documentation when revised
- Maintaining systems for document storage and retrieval
- Coordinating with quality assurance team
- Handling customer queries through emails and phone calls
- Assist in training employees on efficient system usage
- Responsible for document security, for assigning access, and for removing and destroying obsolete documents.

2. Administration Executive

May 2017 – March 2018

- Arranging the meetings with director and the agencies
- Collection and verification of documents for processing work-visa for nurses
- Organizing travel arrangements for senior managers
- Handling external, internal communication and management systems
- Organizing, arranging and coordinating meetings
- Communicate clearly with employees using email
- Management of office equipment
- Managing clerical and other administrative staff
- Supervising administrative staff and dividing the responsibilities to ensure performance
- Submit timely reports and prepare presentations/proposals as assigned
- Support office teams to ensure the smooth running of day to day activities

PERSONAL DETAILS

| | | |
|--------------------------|------------------|---|
| Date of Birth | : | 19th July 1996 |
| Sex | : | Female |
| Permanent Address | : | Arathy Nivas, Collectorate P O, Kottayam – 686002, Kerala, India |
| Languages | : | English, <u>Malayalam</u> , Tamil |
| Passport | | |
| | Number | : R3533149 |
| | Issued at | : Cochin |
| | Validity | : August 30, 2027 |
| Visa Status | : | Visit Visa |
| | Validity | : October 8, 2020 |

REFERENCES

Thomas Cheriyan
General Manager – MWT
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John B Pattasery
Team Leader – MWT
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