

# Praveena NAir

praveenaarunnair@gmail.com | 4455665 | 34, dff , Delhi India

## 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