

Suganthi Ulaganathan

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Objective

Detail-oriented and organized Administrative Clerk with 3 years of experience in office management, data entry, and customer service. Seeking to leverage my skills in a dynamic team environment to contribute to the efficiency and success of Government.

Professional Experience

Administrative Clerk assistant

Mar 2022 - Still

Government of Tamilnadu

Nagappattinam

- Manage daily office operations, including answering phones, greeting visitors, and handling correspondence.
- Maintain filing systems and ensure documents are organized and easily accessible.
- Perform data entry tasks, updating databases with accuracy and attention to detail.
- Assist with scheduling

appointments and coordinating meetings for staff.

- Support financial processes by processing invoices and managing petty cash.

Office Assistant

Jan 2021 - Feb 2022

Government of Tamilnadu

Nagappattinam

- Provided administrative support to the team by organizing files, data entry, and preparing reports.
- Handled incoming and outgoing mail, ensuring timely distribution.
- Assisted in the preparation of presentations and other documents for meetings.
- Maintained inventory of office supplies and coordinated reordering when necessary.
- Responded to customer inquiries and resolved issues promptly, enhancing customer satisfaction.

Education

Bachelor of Mathematics

Meenakshi Chandrasekaran College of Arts and science, Pattukottai. Aug, 2015 – May, 2018

Skills

Administrative Skills:

- Office Management
- Calendar Management
- Document Filing & Organization
- Scheduling Appointments
- Mail Handling & Distribution
- Inventory Management
- Bookkeeping and invoicing processes
- Excellent written and verbal communication skills
- Strong organizational and multitasking abilities
- Cash management
- Technical Skills:
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Calendar)
- Data Entry & Database Management
- Office Equipment (Printers, Copiers, Fax Machines)
- Typing Speed: [e.g., 50 WPM]

Certifications

- Type writing

Languages known

- English
- Tamil

Personal details

- Nationality: Indian
- Marital status: Married

References

Available upon request.