

**ASMINI**

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**Dubai, UAE**



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## Summary

Driven and meticulous graduate with a solid grounding in administrative functions and office coordination. Actively seeking an administrative position to leverage strong organizational and interpersonal abilities within a dynamic professional setting. Committed to enhancing operational efficiency and contributing meaningfully to organizational success.

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## Areas of expertise

- I possess strong communication and interpersonal skills, enabling smooth coordination within teams and with clients.
- I am proficient in using MS Office applications such as Word, Excel, and PowerPoint for daily administrative tasks.
- I have a keen eye for detail, ensuring accuracy in documentation, data entry, and record-keeping.
- I am capable of managing schedules, organizing meetings, and handling office correspondence efficiently.
- I am quick to learn and adapt to new systems and procedures, making me a reliable support for administrative functions.
- I bring a positive attitude and a willingness to take on new challenges with professionalism and integrity.
- I have typing experience with a strong focus on accuracy and speed, enabling efficient documentation and data entry tasks.

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## Professional Experience

### YouTube Content Creator

*Mini Stories* | 2024 – Present

- I create and publish four videos weekly on English moral stories and web series reviews.
- I manage the content cycle, including editing, scheduling, and promotion.
- This experience has strengthened my planning, organization, and time management skills.

### Leadership & Volunteer Roles

#### Food Committee Leader

*St. Joseph's College Hostel* | 2022 – 2024

- Led a team managing daily food arrangements for over 150 students.
- Oversaw menu planning, vendor coordination, and feedback collection to improve service quality.
- Developed leadership, organizational, and administrative coordination skills through regular team meetings and task delegation.

## **Shepherd Team Leader – Healthcare Group**

*St. Joseph's College (Autonomous) | 2022 – 2024*

- Actively involved in planning and coordinating healthcare outreach visits to rural communities.
- Managed logistics, including transport, supplies, and venue arrangements for each visit.
- Maintained detailed schedules, tracked volunteer participation, and ensured timely communication among team members.
- Handled data collection and reporting for healthcare activities, aiding in documentation and follow-up.

## **Education**

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### **Master of Arts in English Literature**

*St. Joseph's College, Trichy | 2022 – 2024*

### **Bachelor of Arts in English Literature**

*St. Joseph's College for Women, Madurai | 2019 – 2022*

## **Certifications**

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- **IELTS** – Band Score: [4.5] – [03.05.2025]
- **Udemy Applications** – Microsoft Office Certification - [21.05.2025]
- **LinkedIn Learning** – Administrative Professional Foundations – [19.06.2025]
- **LinkedIn Learning** – Administrative Professional Tips – [19.06.2015]
- **LinkedIn Learning** – Time Management Fundamentals – [19.06.2025]

## **Skills**

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- Office Administration
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Meeting & Appointment Scheduling
- Time Management
- Team Collaboration
- Good communication

## **Languages**

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- Tamil (Fluent)
- English (Fluent)

## **Hobbies**

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- Reading books
- Creating craftwork
- Listening to music
- Solving cubes