Anandhi Shanmugam

Admin

165 D, S.Pudukkottai, Pettavaithalai, Trichy, 639112
Ph: 6379094608
Email: shanmugamanandhi107@gmail.com **DOB: 22/11/1994**



Skills

- ✓ Time Management
- ✓ Fast Learner
- ✓ Conflict resolution
- ✓ Customer service
- ✓ Ability to Multitask
- ✓ Team player

Passionate and knowledgeable Office Clerk with vast experience providing administrative and management skills in office settings.

Accustomed to addressing the changing needs of an office and supporting colleagues and superiors with excellent assistance skills.

I bring forth high quality organizational skills and a self-motivated drive to achieve excellence. A commitment to safely and professionally handling confidential tasks.

Work Experience

- I am working as a **Front Office Executive (FOE)** in **The Indian Public School(IB & Cambridge)**, **Trichy** (2022-Present)
- I worked as a **System Assist** in **Sevai Shanthi Matriculation Higher Secondary School, Pettavaithalai, Trichy** (May'17-May'18)

Education

- Bachelor of Computer Application (BCA) – **86%**
  Cauvery college for Women, Trichy (Bharathidasan University) (2012-2015)
- Class XII – **75%**
  Sevai Shanthi Matriculation Higher Secondary School, Pettavaithalai (2011-2012)
- Class X – **75%**
  Sevai Shanthi Matriculation Higher Secondary School, Pettavaithalai (2009-2010)

Languages Known

- Tamil
- English

Roles & Responsibilities:

➔ **Front Office Executive (FOE) in The Indian Public School**

Primary Duties:

- Maintenance of the reception to be monitored then and there.
- Making of calls by student to be monitored before the student makes the call.
- Mail received from parents to be forwarded to the concerned person through I – campus and ensure all call logged is addressed in 48 hours by the concerned person.
- Maintain all registers with numbers.
- Fee pending follow ups
- Following up of uniform and material purchase, stock and organizing distribution by checking on the fee paid status (Complete first instalment fee as per challan needs to paid for uniform and material distribution – exemption being transport and lunch, if the parent has requested to opt in or out at the last minute)
- Extending support to parents in admission inquiries and process
- Book Order, Checklist, Book issuing work and its register maintenance.
- Attend to all needs of the school.
- Digital Marketing.

Student data management:

- Student data (Phone number of parent) to be maintained.
- Phone number, E-mail id, Intercom number of all staffs (respected campus) to be maintained at the ADM desk.
- Maintaining & filing student database in the file and i-campus. Update needs to done properly.
- Follow up of TC of new admission and file them.
- Follow up on update(change) request of student data and update in I-campus and file requests in student file.

Key Responsibility:

In the absence of my Manager, I should take care of the below admission works.

- Support the parent to complete the admission process.
- Taking the parent for campus tour while doing admission process.
- Maintain the admission records.
- Maintain the record of Fee followup and admission enquiry followup

Visitor Management:

- Receive Visitors and make them feel comfortable.
- Enter the details of the visitor/parent in the visitor management register and the person requested to meet by them. Check the visitor slip.
- Fix appointment for visitors/ parents and request them to wait for the concerned person to meet them.
- Check if the concerned person has signed in the slip before the visitor leaves the campus.
- The visitor/ parent may be with Academics/HR/Accounts/Admin.

Payment Collection:

- Event collection - Annual day, Sports, etc
- Field Trip collection – Domestic/International
- Fine – Damage to property
- Others – Hostel/School lunch request for a period of time. (e.g. - say 10 days /a month).PRF amt
- All the above to handed to Accounts department after validation by ADM.
- ID / Lunch / Extra uniforms/Library due. – Handed to stores.

Courier Management:

- Receive couriers and enter in the outward note and inform the concerned person to collect it.
- Couriers to be sent from school - to co -ordinate with purchase.

➔ System Assist in Sevai Shanthi Matriculation Higher Secondary School, Trichy

Primary Duties:

- Engaging in data management, customer relations and office activities
- Coordinated appointments and preparing agenda for principal.
- Committed to providing high-quality managerial support.
- Successful at delivering vital clerical support to internal teams and customers.
- Manages office supplies, organizes correspondence, and maintains liaison with other departments.
- Managing calendars of Principal and responding emails received in official school email inbox.
- Supported in school event coordination, staff supervision and office workflow management.

Carrier Achievements

- Conducted awareness campaign in our college in support with Water Club - Trichy
- Acted as a coordinator in Schools cultural events management and completed it successfully
- Completed Income Tax certification course (1 month)

Declaration

I hereby declare that all the particulars furnished above are true to my knowledge and belief

Place: Sincerely,

Date:

(ANANDHI S)