A.Nisintha Sharon

Office Administrator

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PROFESSIONAL SUMMARY

Experienced professional with over 5 years of expertise across administration, process management, healthcare operations, sales coordination, and finance support. Skilled in office administration, data entry, record management, claims processing, fee and expense handling, and financial documentation. Proficient in MS Office, ERP, CRM, and specialized management software, with strong communication, multitasking, and organizational skills. Adept at coordinating with teams, clients, and stakeholders, ensuring accuracy, compliance, and timely delivery of tasks. Demonstrated ability to support operational efficiency, manage reports and documentation, and implement process improvements across diverse professional settings.

WORK EXPERIENCE

2021 — 2022

Account - Professional courier

Coimbatore

• Managed end-to-end accounting processes, including invoicing, accounts payable, and accounts receivable.
• Processed and verified invoices, ensuring accuracy and timely payment .
• Processed and verified invoices, ensuring accuracy and timely payment to vendors.

2022 — 2023

Process Executive - Infosys BPM LTD

Bangalore

.Prepared and reviewed expense reports, ensuring accuracy and compliance with company and client policies.
.Managed employee claim processing, validating supporting documents and resolving discrepancies in a timely manner.
.Supported performance appraisal processes, maintaining appraisal data and coordinating documentation.
.Handled travel and expense (T&E) management, including verification of travel claims, reimbursements, and policy adherence.

2023 — 2024

Panobiz Federal Bank - Sales Cordinator

Coimbatore

.Handle sales documentation, including quotations, booking forms, invoices, and delivery papers
.Coordinate with finance, insurance, and registration teams to ensure timely vehicle delivery
.Act as a point of contact between customers, sales team, and back-office operations
.Then check the customer eligibility and check the loan amount .

2024 — 2024

Process Executive - Sagility Healthcare

Coimbatore

.Processed medical claims and healthcare records, ensuring accurate documentation and classification of procedures and treatments

.Performed data entry and verification for healthcare billing and claims, adhering to defined SLA and quality standards

.Reviewed and validated clinical and claims information to ensure compliance with healthcare guidelines and client requirements.

.Monitored productivity and turnaround times, meeting targets while maintaining high accuracy.

2024 — Present

Office Administrator - The Indian Public School

Coimbatore

.Manage daily office operations, including answering calls, responding to emails, and coordinating schedules.
.Maintain student records, including admissions, attendance, academic reports, and health records.
.Assist in admission processes, including inquiries, documentation, and enrollment procedures.
.Handle financial administration, such as fee collection, invoicing, and basic budgeting.
.Support teachers and staff with administrative tasks, including meeting coordination, event planning, and communications.
.Prepare reports, correspondence, and official documents for management or regulatory authorities.
.Coordinate with parents, vendors, and external agencies as required.
Ensure office supplies and inventory are maintained and organized efficiently.

EDUCATION

2016 — 2017

10th - St.Marys Girls Higher secondary school

Coimbatore

Score: 74

2018 — 2019

12th - St.Marys Girls Higher secondary school

Coimbatore

Score: 62

Commerce, Computer Application, Economics, Business Maths

2019 — 2022

B.Com CA - Nirmala College for Women

Coimbatore

Score: 78

Computer Application

SKILLS

Problem Solving ●●●●●

Critical thinking skills to identify issues and propose effective solutions in office processes.

Process Improvement ●●●●●

Understanding of process improvement methodologies to enhance office productivity and efficiency.

Team Coordination

Capable of coordinating team activities and collaborating with different departments for office functions.

Customer Service

Strong customer service orientation with the ability to address inquiries and resolve issues promptly.

Data Analysis

Adept at analyzing data to create reports and presentations for management decision-making.

Time Management

Ability to prioritize tasks and manage time effectively to handle multiple responsibilities simultaneously.