SABARISH V

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PROFESSIONAL SUMMARY

Dynamic and results-oriented Administrative Officer with over 8 years of experience in educational administration. Proficient in managing high-level operations, improving organizational efficiencies, handling confidential matters, and ensuring smooth daily operations. Adept at coordinating across departments, managing teams, and developing solutions to complex problems. Strong communicator with a track record of fostering collaboration and meeting organizational goals.

WORK EXPERIENCE

Administrative Officer
Narayana Group of Schools, Coimbatore.
Aug 2024 – Present
Administrative Officer
The Indian Public School, Karur.
May 2022 – Aug 2024
Administrative Officer
SRI CHAITANYA Techno School, Coimbatore.
May 2021 – April 2022
Administrative Officer
Chellammal Vidyalaya Senior Secondary School, Trichy.
May 2017 – April 2021

- Led administrative operations and managed daily school activities.
- Oversaw staff allocation, ensuring smooth workflow across departments.
- Handled bank deposits, petty cash reconciliation, and budgetary controls.

- Administered all campus operations, ensuring optimal functionality across departments.
- Coordinated student enrollment, processed financial transactions, and maintained documentation.
- Oversaw campus security and safety protocols, ensuring adherence to all regulations.
- Collaborated with parents, regulatory bodies, and the community to maintain positive relationships.
- Managed financial reports, utilizing Microsoft Excel for accurate record-keeping and analysis.
- Supervised and coordinated logistics for educational field trips, ensuring safety and adherence to budget.
- Managed daily administrative operations for the school, focusing on efficiency and workflow.
- Handled financial reporting, petty cash management, and budget allocations for campus activities.
- Oversaw campus cleanliness and sanitation, ensuring compliance with safety and environmental standards.
- Coordinated procurement of goods and services, managing vendor relationships and negotiating contracts.
- Administered enrollment procedures and financial management for the institution.
- Managed communication with government bodies, ensuring compliance with regulations.
- Coordinated staff duties, ensuring optimal productivity and efficient resource allocation.

Senior Analyst
KGISL, Coimbatore
June 2010 – April 2017

- Performed data management, handling large datasets for corporate clients in healthcare, banking, and other sectors.
- Managed multiple projects, including EDGAR and Corporate Research International (CRI), focusing on financial and regulatory reporting.
- Ensured database accuracy and compliance with industry standards for data security.

EDUCATION

Bachelor of Computer Applications (BCA)
MAHARAJA ARTS & SCIENCE COLLEGE, Coimbatore
Affiliated with Bharathiar University, 68% – 2010
Higher Secondary Certificate (HSC)
St. Joseph Higher Secondary School, Ooty
State Board, Tamil Nadu, 55% – 2007

SKILLS

- **Administrative Skills:** Office management, scheduling, communications, enrollment procedures, and staff coordination.
- **Financial Management:** Budgeting, petty cash management, reporting, financial reconciliation.
- **Project Management:** Planning, logistics, procurement, and vendor management.
- **Technical Proficiency:** MS Office (Excel, Word, PowerPoint), Database management.
- **Languages:** Fluent in English and Tamil (Read, Write, Speak).
- **Team Management:** Delegation, training, conflict resolution, and performance monitoring.

PERSONAL ATTRIBUTES

- Strong problem-solving abilities and decision-making skills.
- Excellent verbal and written communication.
- Ability to work collaboratively in team environments.
- Detail-oriented and organized, ensuring smooth administrative processes.

DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Signature

(Sabarish V)