

## Contacts

✉ mathimca91@gmail.com

☎ +919629696151

📍 ariyalur, India

## About

With a professional focus on office administration, I serve as the first point of contact in diverse organizational settings. Bringing years of experience in managing front desk operations, I excel in greeting visitors, handling communications, and supporting administrative tasks. My ability to coordinate effectively between departments and external parties ensures smooth operations, while my skills in organizing office functions, liaising with clients, and maintaining a tidy reception area are among my key strengths

## Skills

- Ms-Office
- Ms-Excel
- Internet Handling

---

# sumathi suthakar

## Experience

### Suthakar air travels And internet services

#### Office Admin | 2023 - Present

Manage day-to-day office operations and ensure smooth functioning  
Handle correspondence (emails, phone calls, memos, etc.) Maintain and organize office files, records, and documents Order and manage office supplies and inventory Coordinate with vendors, suppliers, and service providers Support HR activities such as attendance, leave records, and onboarding Schedule meetings, appointments, and travel arrangements

### Barathi Enterprises

#### Office Administration | 2014 - 2018

- Organize and maintain office files, supplies, and records
- Coordinate office schedules, meetings, and appointments
- Prepare reports, memos, and other documents
- Support bookkeeping and budgeting tasks (e.g., invoicing, petty cash)
- Manage correspondence, including emails and phone calls
- Handle office procurement (ordering stationery, equipment)
- Oversee maintenance and cleanliness of the office

---

## Education

### computer Application

#### Master of Computer Application

#### Bharathidasan university | 2011 - 2014