

LAVANYA CHANDRASEKAR

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NEYVELI, TN-607308

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SUMMARY

An experienced Admin executive with 2 years of experience in admission coordinator, financial processing, recordkeeping and other administrative functions. Skilled in liaising with parents and representatives, addressing inquiries and requests, and maintaining office supplies and equipment. Proven track record of coordinating communications, handling orders and scheduling maintenance to ensure efficient office operations.

EXPERIENCE

08/2020 – 06/2022 **FIRST SOURCE SOLUTIONS LTD, NAVALUR**
Customer Support Associate (CSA)

08/2022 – 02/2023 **SRI RAMAKRISHNA VIDYALAYA GURUKULAM, RESIDENTIAL MATRIC
HR.SEC.SCHOOL, ULUNDURPET**
Admin Executive

04/2023– Till date **VELAMMAL VIDHYASHRAM, SOMANGALAM**
Admission Coordinator

- Explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
- Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Review the student applications for the eligibility and academic qualification.
- Prepares and present applicant reports to the school management.
- Participate in educational events, School fairs, information sessions and recruitment activities as a representative of the School.
- Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities and resolving problems.
- Collaborate with the program coordinators to organize presentations, information sessions, and recruitment related activities.
- Coordinate with other high schools for admission activities including student registration, testing and recruitment.
- Perform school administrative and clerical activities when needed.

EDUCATION

2018 – 2020	MASTER OF BUSINESS ADMINISTRATION – MARKETING & FINANCE CK COLLEGE OF ENGINEERING & TECHNOLOGY – CUDDALORE , TN	GPA 7.89
2013–2016	BACHELOR OF BUSINESS ADMINISTRATION THIRUVALLUVAR ARTS & SCIENCE COLLEGE – KURINJIPADI, TN	GPA 7.3

SKILLS

- Leadership
- Organization and Time management
- Computer skills
- Flexible & Adaptable
- Administrative Management
- Documentatiom & Control
- Database coordination
- Confidence in decision making

ADDITIONAL INFORMATION

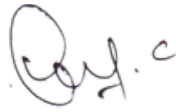
- Date Of Birth : 23/04/1994
- Gender : Female
- Marital status : Married
- Languages Known : Tamil , English
- Software Proficiency : MS Office , MS Excel
- Address : NO: 36 , Kamaraj street , Thanthai Periyar Nagar , Extn - 4
Gandhi Nagar (PO), NLC Arch gate opposite ,Neyveli - 607308, Cuddalore DT

REFERENCE

- Ms. Roselin Christopher - Principal - VVSM
- Mail ID : roselinchris@gmail.com

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.


(LAVANYA . C)