



NARMADHA RAMESH

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Arkitektvagen 59,Bromma.16832 DOB : 07-AUG-1992

EDUCATION

Bachelor of Commerce
Madras University, India.
2008 - 2011

Master of Business
Administration
Anna University, India.
2012 - 2014

PROFESSIONAL SKILLS AND CAPABILITIES

- Computer Skills
- Type writing
- Teacher
- Communication Skills
- Management Skills
- Critical Thinking
- Documentation
- Photo Editing
- Video Editing
- Scribe

LANGUAGE

- English
- Tamil
- Hindi
- Swedish (A2 Level)

ABOUT ME

A dedicated and organized professional with experience as a University office admin, Teacher in University of Madras and as Personal Assistant to AAG in High Court. Skilled in managing schedules, handling office tasks, and supporting educational needs. Adapting multitasking and maintaining smooth office operations. Strong communicator with a proactive approach to problem-solving. Passionate about creating efficient and productive work environments.

WORK EXPERIENCE

University of Madras , Chennai, India

2011 - 2016

Administration Support

- Worked 10 hours a week in students Eligibility Certificate Department inputting students grades, issuing certificates and maintaining certificate records into the university's database or student management systems.
- Assisting faculty, staff, and students with day-to-day office tasks, including filing, organizing documents, and maintaining records.
- Handling internal communication through emails, phone calls, and memos, and ensuring information is relayed accurately to the relevant parties.
- Ensuring accurate record-keeping and filing systems, both digital and physical, for easy retrieval and auditing purposes.

Madras High Court, Chennai, India

2016 - 2017

Personal Assistant to Additional Advocate General

- Scheduling and managing the Advocate General's meetings, court appearances, and appointments, ensuring efficient time management.
- Handling incoming and outgoing communication, including emails, letters, and phone calls, often related to legal matters or case updates.
- Drafting, proofreading, and editing legal documents, briefs, reports, and memos required for court cases or meetings.
- Assisting in preparing case files, organizing legal documents, and ensuring all necessary documentation is readily available for hearings.