

COVER LETTER

As a highly organized and self-motivated professional with expertise in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly contribute to your company's goals and objectives.

My background includes managing administrative operations and driving office efficiency within fast-paced office environments while ensuring adherence to budgets and deadlines. From preparing business correspondence and developing custom Excel- and Word-based documents to handling bookkeeping activities and maintaining equipment and supplies, I excel at prioritizing tasks, collaborating with management, and developing effective communication and organizational procedures.

Highlights of my experience include: -

- Skillfully managing day-to-day office operations, communications, scheduling, database management, and special projects throughout my career administration and support.
- Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with Senior-Management level staff.
- Excelling at balancing multiple tasks within independent, self-starting environments while providing top-level organization and communication skills and improving operational systems.
- My skills in office organization, bookkeeping, and general administration have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

SAUMYA SURESH

MOBILE NO.35181492,32077819