


# Dorin Bella


## Administration




### CONTACTS

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 Naranthivilai,  
Viricode, Marthandam  
Kanyakumari,  
Tamil Nadu,  
India – 629165

 +91 83003 50019

 dorinbella@gmail.com

 <https://www.linkedin.com/in/dorin-bella-077a39206/>

### RELEVANT SKILLS

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- Secretarial assistance
- Organizational skills
- Computer Literacy
- Communication Skills
- Problem solving
- Proof Reading
- Good work Ethic
- Product Presentation

### JOB OBJECTIVE

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Proficient administrator with brilliant planning and ability to lead and establish goals. Innovative and an effective communicator. Highly motivated and hardworking with problem solving and positive traits.

### EXPERIENCE (6 years)

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- **Administrative Executive**  
**Jose Brothers Pvt Ltd,**  
Coimbatore.  
June 2019 – August 2021
- **Admissions & Administrative Executive**  
**Immanuel Arasar Group of Institutions,**  
Marthandam.  
June 2015 – May 2019

### ROLES & RESPONSIBILITIES

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- ✓ Admission supervision
- ✓ Update the company/College databases
- ✓ Keep the documents confidential & safe
- ✓ Resolve queries of employees and clients
- ✓ Maintain a business calendar
- ✓ Respond to letters and emails
- ✓ Prepare reports and presentations
- ✓ Proofread and draft documents
- ✓ Frame minutes of meetings
- ✓ Maintain & manage payroll records
- ✓ Recruit candidates through online platform & handle exit process

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### EDUCATIONAL DEGREES

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- **Master of Philosophy** in English literature  
Scott Christian College, 2015
- **Master of Arts** in English literature  
Holy Cross College, 2014
- **Bachelor of Arts**  
English literature  
Holy Cross College, 2012

### PERSONAL PROFILE

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Name : DORIN BELLA V

Address : Viricode, Marthandam,  
Kanyakumari District, Tamil Nadu,  
India

Date of Birth : 22 Sep 1991

Age : 30

Nationality : Indian

Passport Number : U8259951

Gender : Female

Marital Status : Unmarried

Religion : Christian

Languages : English, Tamil, Malayalam

### REFERENCES

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#### Mr. Lloydson

Designing Head

Breezen Technologies

Mail: lloydson@breezentechnologies.com

Contact: +91 94888 81114

#### Mr. Ramesh Kumar

Senior Administrator/Controller of Exam

Immanuel Arasar Group of Institutions

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Contact: +91 7845028455