



# Ashwini V V

## Administrative Assistant

Flat 405E Vrindavan apartment Vyttila Ernakulam , Ernakulam , 682019,  
Indian  
9495052180 · [ashwinivv42973@gmail.com](mailto:ashwinivv42973@gmail.com)

### Date of birth

15-06-1990

### Nationality

Indian

### Skills

Customer Service

Communication Skills

Computer Skills

Microsoft Office

Administrative Support  
Skills

### Languages

Malayalam

English

Tamil

### Hobbies

Dancing, Music & Modeling.

## Profile

A commitment to safely and professionally handling confidential tasks. Eager and ready to leverage my managerial and administrative skills to best serve your office. Proven efficiency with an ability to quickly learn and navigate any computer software program. Known for utilizing strong communication skills to communicate well with other staff members and employees.

## Employment History

### Administrative assistant , Sushma & Co (Electricals), Ernakulam

February 2023 – July 2023

- Provided administrative support to management, resulting in improved efficiency in daily operations
- Developed and maintained an up-to-date database of contacts and vendors, ensuring accurate and timely communication

## Education

### S.S.L.C, M.M.R.H.S.S, Trivandrum

June 2005 – March 2006

### Higher Secondary , M.M.R.H.S.S, Trivandrum

June 2006 – March 2008

### Bachelor of science , Malankara catholic collage, Kaliyikkavila

November 2008 – April 2011

### Master of science , National collage, Trivandrum

June 2011 – July 2013

## Internships

### Msc project (Kurkumalonga), R.G.C.B, Trivandrum

February 2013 – July 2013