

REVATHY M.

ADMINISTRATION MANAGER | EXECUTIVE ASSISTANT

Experienced Administration & Executive Support Professional
944-5353-022 | rebe.revs@gmail.com
Mogappair West, Chennai – 600 037

PROFESSIONAL PROFILE

Experienced administration and executive-support professional with 10+ years of experience across administration, executive assistance, hospital administration, insurance coordination, customer service and education. Strong background in office operations, executive calendars, meetings, travel arrangements, staff supervision, reports, records, budgets, vendor coordination and stakeholder communication. Organized, dependable, adaptable and detail-oriented, with experience supporting senior management and coordinating with internal and external stakeholders.

KEY SKILLS

Administration Management • Executive Assistance • Office Operations • Calendar & Meeting Management • Staff Supervision & Training • Travel & Accommodation • Reports & Documentation • Microsoft Office & Excel • PowerPoint • Budget & Expense Monitoring • Vendor Coordination • Records Management • Insurance Administration • Customer/Patient Relations • Communication & Coordination • Confidentiality • Problem Solving • Multitasking

PROFESSIONAL EXPERIENCE

Angels Beauty Parlour, Thiruvottiyur, Chennai | Administration Manager | 01 Feb 2024 – Present

- Oversee daily administrative operations and ensure smooth workflow and efficient office activities.
- Lead, train and delegate tasks to administrative staff and maintain a productive work environment.
- Develop, review and improve office procedures and policies to enhance efficiency and productivity.
- Manage budgets, expenses, resources and office supplies; coordinate vendors and contracts.
- Coordinate departments, correspondence, management reports, presentations, meetings and events.

MMRV Hospital, Mogappair West, Chennai | Insurance Coordinator – Administration | 04 Apr 2022 – 30 Dec 2023

- Verified patient insurance coverage, limitations and benefits with major private and business insurance providers.
- Maintained patient demographics and records across EMR systems and paper files where applicable.
- Posted and reconciled daily insurance, patient payments and transactions in the EMR system.
- Supported registration, billing, reimbursement and collections processes and coordinated with doctors, nurses, insurers and patients.
- Processed claims and maintained accurate documentation for insurance and billing requirements.

New Life Hospitals, Mogappair East, Chennai | Administration Manager | 07 Jan 2020 – 31 Mar 2022

- Supervised daily administrative operations, staff performance, work schedules, records, supplies and training.
- Monitored expenses, prepared quarterly and annual budgets and implemented effective operational policies.
- Maintained organized medical and employee records and ensured timely ordering and stocking of supplies.
- Handled queries from healthcare staff and resolved patient-related administrative issues.

Vilufushee School, Vilufushee Island, Maldives | **Economics, Commerce & Business Studies Teacher | 16 May 2017 – 24 Nov 2019**

- Planned lessons, created educational content and provided practical learning including budgeting, websites and PowerPoint.
- Collaborated with teachers, parents and stakeholders and monitored student progress.

Lanson Motors Pvt Ltd, Chennai | **Senior Executive – Administration | 10 Oct 2013 – 10 Oct 2016**

- Managed senior managers' calendars, appointments, events, travel, calls, emails, reports and internal databases.
- Acted as a point of contact between executives, employees and clients and facilitated internal communication.
- Suggested more efficient office processes and supported policy and operational improvements.

Halcyon Technical Services L.L.C, Dubai, UAE | **Executive Assistant / Administration | 03 Jan 2013 – 30 Sep 2013**

- Provided comprehensive administrative support to executives in a fast-paced multinational environment.
- Managed correspondence, files, schedules, Microsoft Office/Excel, presentations and data.
- Coordinated national and international flights, hotel bookings and transportation.

Century Homes Trading L.L.C, Deira, Dubai, UAE | **Executive Assistant / Administration | 12 Dec 2011 – 11 Dec 2012**

- Managed executive calendars, meetings, travel, accommodation, expenses, reports, correspondence and filing.
- Supervised clerical staff and maintained office supplies and administrative systems.

Thaa Atoll Education Centre, Thimarafushi Island, Maldives | **Commerce Teacher – Cambridge Syllabus | 10 Jan 2009 – 11 Apr 2011**

- Delivered comprehensive lessons using visual/audio methods, created educational content and assessed student progress.
- Collaborated with teachers, parents and stakeholders and participated in educational activities and events.

EDUCATION

Qualification	Institution	Year / Result
B.A. Economics	Ethiraj College for Women, Egmore, Chennai	2006 • 63%
Higher Secondary Certificate	Presidency Girls Higher Secondary School, Egmore, Chennai	2002 • 53%
Secondary School Leaving Certificate	Presidency Girls Higher Secondary School, Egmore, Chennai	2000 • 55%

PERSONAL DETAILS

Date of Birth: 14 September 1983 | Nationality: Indian | Marital Status: Married | Mother Tongue: Tamil | Place: Chennai

Declaration: I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.