



# Yogatheve Moothi

OFFICE MANAGER

## PERSONAL BACKGROUND

I'm a seasoned office manager with over five years of experience providing administrative support to companies with a staff count of up to 100.

## CORE STRENGTHS

Event Management  
Customer Service  
Problem Solving  
Expense Reduction  
Performance Evaluation  
Database Management  
Staff Development  
Administrative Tasks

## CONTACT DETAILS

Mobile: 6012-341 1992  
Email: yogatheve71@gmail.com  
Address: Petaling Jaya, Malaysia

## WORK EXPERIENCE

### Senior Office Manager

AIA BHD  
2017-Present

- In charge of developing efficiency-enhancing workflows
- Assists human resources with hiring and training
- Creates daily reports to measure performance
- Developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

### Administrative Assistant

Meda Inc Bhd

- Perform data-entry and documentation
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents
- Provide full admin support to the team and department
- Assist on any ad-hoc tasks as required by the dept.

## PREVIOUS EDUCATION

### Open University

- Master in Business Administration, 2017 (MBA)

### Virtual Assistant Intership

- JUNE 2019

## SKILLS AND SERVICES

### Skills

Canva, Wordpress, Facebook, Microsoft Office, Convert Kit, Google Analytics

### Services

Customer Service, Virtual Administration, Internet Research, Email management, Data Entry, Data Management. Booking Management. Translation, Calendar Management.