

MARY TEJASHREE

**PERSONAL ASSISTANT TO THE DIRECTOR, EMRC, MYSURU
SINCE 2010**

OBJECTIVE: Dedicated and resourceful personal assistant with extensive experience in supporting and managing administrative tasks in fast-paced media environments. Adept at coordinating schedules, managing communication, and providing seamless assistance to ensure the efficient operation of media centers.



SKILLS

- Proficient in managing calendars, scheduling appointments, and coordinating meetings.
- Excellent communication skills, both written and verbal, demonstrated through drafting correspondence, emails, and memos.
- Strong organizational abilities with a keen eye for detail, ensuring accuracy and efficiency in all tasks.
- Familiarity with media production processes, including knowledge of audio/video equipment and studio operations.
- Skilled in multitasking and prioritizing tasks to meet deadlines effectively.

EXPERIENCE:

- Manage the director's schedule, including coordinating meetings, appointments, and travel arrangements.
- Screen and prioritize incoming communications, including emails, phone calls, and visitors, ensuring timely responses and appropriate follow-up.
- Prepare meeting agendas, presentations, and briefing materials as needed.
- Assist in organizing events, conferences, and media productions.
- Handle administrative tasks such as expense reports, document management, and office supply inventory.
- Provide logistical support for media productions, including coordinating equipment rentals, scheduling studio time, and managing production schedules.
- Assisted in the planning and execution of corporate events, meetings, and presentations.

Education

- 1999-2002 - Diploma in Commercial Practice
- 2002-2004 - B.Com.
- 2006-2008 - M.B.A-HR