Divya Iyer

Admin Executive

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Summary

Admin executive with four years supporting office operations for a 120-person services business. Coordinates facilities requests, vendor paperwork, travel arrangements and shared records. Known for clear follow-up, accurate documentation and organised handovers.

Experience

Admin Executive, Example Juniperdesk Business Services — Mar 2023 - Present

- Coordinate office requests for a 120-person site, tracking owners and completion dates in a shared register.
- Prepare purchase-request packs with quotations, approvals and delivery records for finance review.
- Organised travel and meeting arrangements for 26 visiting colleagues during a three-day internal event.
- Rebuilt the facilities issue log with categories and due dates, reducing unassigned requests from 21 to four in six weeks.

Office Assistant, Example Juniperdesk Business Services — Jun 2022 - Feb 2023

- Maintained visitor appointments, courier records and office-supply logs.
- Checked invoice packs for missing attachments before forwarding them to the accounts team.
- Updated meeting-room calendars and circulated confirmed arrangements to requesters.

Education

BCom, Commerce — 2019 - 2022

Example Coastline College

Skills

Office coordination: Facilities requests, Travel coordination, Meeting logistics, Vendor follow-up

Records: Document registers, Purchase-request packs, Invoice documentation, Calendar management

Tools: Excel, Google Workspace, Shared calendars, Presentation preparation

Projects

Office request register

- Created a simple tracker with request type, responsible owner, due date and closure notes.
- Prepared a one-page handover guide so colleagues could update the tracker during leave cover.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/admin-executive-resume-sample