

CURRICULAM VITAE

Gopalakrishnan T.K.

Kochi, South India

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PERSONAL ASSISTANT

Areas of Expertise

- ◆ Administration
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Supervision
- ◆ Office management
- ◆ Interdepartmental liaison
- ◆ Team working
- ◆ I.T. Computer literacy
- ◆ Working to strict deadlines
- ◆ Problem solving
- ◆ Contract Administration

WORK EXPERIENCE

I have 20 years experience as personal assistant in a defence establishment and have more than 12 years experience working from home. Have worked for several dignitaries/entrepreneurs in US, Canada, UK and Australia, and of course in India too, assisting them in their various tasks like research work (online and offline), data entry, email sorting and answering, audio transcription and data conversion work etc.

EDUCATIONAL QUALIFICATION

I am a post graduate in Economics from one of the reputed Universities in India. While in service (Ministry of Defence) as a civilian personal assistant, I completed Post Graduate Diploma in Business Administration and Post Graduate Diploma in Computer Application from a reputed institute in Chennai (Madras).

ONLINE WORK EXPERIENCE AND SKILLS

Experience : 12 years

Skills : Online research, Data collection
Data entry, Data analysis,
Blog creation.

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