NISHANTHI SARAVANAN



ADMINISTRATION & OPERATIONS EXECUTIVE | COMMERCIAL COORDINATION | PROJECT & DOCUMENT CONTROL | PROPERTY MANAGEMENT

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PROFILE

Administrative and Operations Professional with 6+ years of experience across Executive **Administration, Commercial Coordination, Property Management, Healthcare Administration, Insurance Coordination, and Office Operations.** Experienced in supporting senior management, coordinating with clients, contractors, engineers, suppliers, and employees, and managing day-to-day administrative and operational activities. Skilled in **quotation preparation, contract and document management, employee and visa coordination, supplier/contractor documentation, meeting coordination, Minutes of Meeting (MOM), project follow-ups, reporting, and stakeholder communication.** Proven ability to manage multiple priorities, maintain accurate records, support commercial and project activities, and ensure smooth and efficient business operations. Proficient in **Microsoft Office, database management, document control, and professional business communication.**

EDUCATION

MASTER OF BUSINESS ADMINISTRATION **2017-2019**
Sengunthar Engineering College - India

BACHELOR OF BUSINESS ADMINISTRATION **2014-2017**
Mother Teresa Women's University-India

WORK EXPERIENCE

HUD DISTRICT INTERIOR DESIGN L.L.C | DUBAI, UAE **June 2026 – Present**
Commercial Executive cum CEO Assistant

- Support the CEO in daily administrative, commercial, and operational activities.
- Coordinate between the CEO, employees, clients, contractors, engineers, and suppliers.
- Manage employee attendance, records, and visa-related processes for approximately 10 employees.
- Coordinate and verify supplier and contractor legal documents and maintain proper filing.
- Prepare quotations, business correspondence, and email drafts for clients, engineers, contractors, and suppliers.
- Prepare and maintain contracts, NDAs, company policies, and other business documents.
- Schedule meetings with the CEO, clients, contractors, and engineers.
- Prepare Minutes of Meeting (MOM) and follow up on agreed action points.
- Coordinate with contractors and teams to obtain project updates and monitor progress.
- Maintain organized physical and digital records of company, employee, supplier, and project documents.
- Coordinate communication between the CEO and employees and follow up on assigned tasks.
- Provide general executive and administrative support to ensure smooth daily operations.

MARKS REAL ESTATE L.L.C | AJMAN | UAE **April 2025 – June 2026**

Rental Administration Assistant

- Manage tenancy renewals and new leasing contracts for approximately **900 residential units**, ensuring compliance and timely processing.
- Prepare **tenancy contracts, renewal documentation**, and payment receipts.
- Coordinate directly with tenants regarding contract renewals and documentation requirements.
- Maintain and update master databases containing tenant information, contract status, payment records, and expiry schedules.
- Process tenancy-related documentation through Tasdeeq and other relevant authorities.
- Coordinate move-out procedures, NOC requests, **sewerage, FEWA, and Aqaar** related applications.
- Monitor bounced cheques and follow up with tenants for settlement and payment recovery.
- **Prepare complete tenant files** and obtain approvals from department heads, accounts management, and company leadership.
- Coordinate maintenance requests and ensure timely resolution of tenant concerns.

TRIDENT INFOTECHB| DUBAI | UAE **Feb 2024 – Jan 2025**

Admin Officer cum Secretary

- Managed daily administrative operations and office documentation.
- Prepared operational and financial reports for management review.
- Maintained employee attendance records and administrative databases.
- Coordinated schedules, meetings, and departmental activities.
- Assisted management with reporting, documentation, and office coordination.
- Supported internal communication and workflow management.

VELAMMAL MULTI SPECIALITY HOSPITAL| TAMIL NADU | INDIA **Feb 2020 – Nov 2023**

Insurance Coordinator & Secretary

- Managed consultant and junior doctor duty rosters.
- Prepared annual doctor scheduling and departmental duty plans.
- Coordinated patient appointments and departmental meetings.
- Maintained attendance records for doctors and medical students.
- Assisted in organizing examinations and academic activities.
- Prepared meeting minutes and departmental reports.
- Coordinated communication between department heads, doctors, and students.
- Coordinated with insurance providers for patient approvals and claim processing.
- Managed pre-authorization and post-authorization submissions.
- Prepared and submitted medical claims and billing documents.
- Followed up on outstanding payments and settlement processes with insurance companies.
- Handled government insurance portals and ensured compliance with claim requirements.
- Coordinated between patients, insurance providers, and hospital departments.
- Maintained accurate insurance records and claim documentation.

CORE COMPETENCIES

- Administration & Office Management
- Scheduling & Calendar Management
- Medical Administration
- Lease Administration
- Tenancy Contract Management
- Tenant Relationship Management
- Contract Documentation
- Report Preparation
- Data Management & Record Keeping
- CRM Management
- Microsoft Excel, Word & Outlook
- Payment Follow-Up & Reconciliation
- Data Entry & Reporting
- Document Control

CERTIFICATIONS

- REAL ESTATE BROKER CARD - 2026

(Ajman Municipality Approved) Issued by Ajman Municipality, UAE

LANGUAGES

- ENGLISH | Fluent
- TAMIL | Native
- HINDI | Able to Understand
- MALAYALAM | Able to Understand

VISA STATUS

- Cancelled Visa