



THUVARAGHA Y.

EXECUTIVE ASSISTANT

CONTACT

Sri Lanka

PROFICIENCY IN TOOLS

Asana	●●●●●
Trello	●●●●●
Monday.com	●●●●●
Jira	●●●●●
ClickUp	●●●●●
Canva	●●●●●
Grammarly	●●●●●
Notion	●●●●●
Slack	●●●●●
Hubspot	●●●●●
Salesforce	●●●●●
Google Workspace	●●●●●
Miro	●●●●●

TASK EXPERTISE

- Project Management
- Digital Marketing Strategy
- Content Creation and Editing
- Operational Process Improvement
- Client Relationship Management
- Leadership and Team Collaboration
- Communication
- Adaptability
- Problem-Solving
- Time Management



ABOUT ME

I am a seasoned virtual assistance professional with extensive experience in strategic planning, digital marketing, and operations management. With a proven track record in building client relationships, executing successful marketing campaigns, and developing compelling content, I am passionate about fostering growth and efficiency in dynamic environments.



EXPERIENCE

- > **REMOTUAL** AUG 2024 - PRESENT
EXECUTIVE ASSISTANT
 - Providing comprehensive administrative support, such as drafting communications, managing calendars, organizing meetings, and handling travel arrangements to ensure seamless operations.
 - Managing client interactions and requests across multiple channels with empathy and professionalism, while collaborating with cross-functional teams to address needs efficiently.
 - Planning, developing, and executing strategies for social media accounts and preparing reports, pitch decks, and research materials using various software tools.
- > **DOING GOOD REWARDS** SEP 2023 - AUG 2024
EXECUTIVE ASSISTANT
 - Overseeing day-to-day business activities, project management, and cross-functional collaborations to ensure efficient delivery of marketing initiatives such as brand launches, content creation, and event execution.
 - Evaluating and optimizing operational processes to enhance organizational efficiency and productivity while maintaining alignment with strategic goals.
 - Driving marketing communications and partnership management by fostering strong relationships with internal and external stakeholders to ensure successful project delivery within timelines and budgets.
- > **BNI GLOBAL** JAN 2019 - AUG 2023
EXECUTIVE ASSISTANT
 - Coordinating with the Charlotte headquarters to manage financial, social media, and marketing activities, while leading lead-generation campaigns and PR efforts.
 - Developing operational systems, evaluating and improving processes, and collaborating with cross-functional teams and external partners to deliver marketing initiatives within budget and timelines.
 - Playing a key role in brand establishment in Sri Lanka, working closely with APAC and global teams to enhance internal and external communications and optimize marketing materials for various sales channels.



EDUCATION

- > **CARDIFF METROPOLITAN UNIVERSITY,** May 2017
UNITED KINGDOM
Master of Business Administration
- > **CARDIFF METROPOLITAN UNIVERSITY,** May 2014
UNITED KINGDOM
Bachelor (Hons) In Business Management