

# ARCHANA SHIVA KUMAR

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## PROFILE

Highly organized and dependable professional with 11+ years of experience supporting senior leadership, managing operations, coordinating teams, handling schedules, events, documentation, and confidential communication. Strong background in working directly with executives, brands, and high-profile stakeholders. Known for calm decision-making, people coordination, process structuring, and problem-solving in fast-paced environments.

## WORK EXPERIENCE

### **Solitaire international Academy**

2025 - 2026

Executive support

- Managed end-to-end center operations and daily functioning
- Supported Center Head and senior management in planning and execution
- Coordinated schedules, batch planning, trainers, and resources
- Handled official communication, escalations, and reporting
- Oversaw admissions, student records, CRM updates, and documentation
- Planned and executed exams, workshops, and internal events
- Supervised staff performance and ensured operational discipline

### **KV Creations - goa**

2021 - 2025

Event Operations & Guest relations co ordinator

- Managed guest relations for high-profile events and projects
- Coordinated with event organizers, vendors, and internal teams
- Prepared detailed itineraries for guests, artists, and VIPs
- Handled on-ground coordination to ensure smooth event execution
- Acted as primary point of contact for guests during events
- Managed schedules, logistics, and last-minute changes calmly
- Ensured professional hospitality standards and client satisfaction

## EDUCATION

**Bachelor of Arts** 2012 - 2015  
St Francise Women's College

**Fashion Designing** 2012c - 2014  
Hamstech

## EXPERTISE

Digital Marketing

Ms- world

Keynote

GOOGLE SHEETS

## LANGUAGE

English

Kannada

Hindi

Telugu

Tamil

## **CORE COMPETENCIES**

- Executive & Director Support
- Operations & Center Management
- Calendar, Schedule & Itinerary Planning
- Guest Relations & Stakeholder Coordination
- Event Planning & Execution
- Team & Vendor Coordination
- Email & Communication Handling
- Documentation & Reporting
- Admissions & CRM Oversight
- Process Structuring
- Confidential Information Handling

### **L'Oréal Professional India - MUMBAI/BANGALORE**

**2017- 2019**

South Regional Technical Educator

- Worked directly with senior leadership and brand managers
- Coordinated 25+ large-scale events (on-stage & backstage operations)
- Planned schedules, travel coordination, and workshop logistics
- Conducted 150+ workshops and seminars across regions
- Acted as a key point of contact between salons, brands, and leadership
- Handled reporting, feedback documentation, and training records
- Supported cross-regional coordination and execution

### **PROLINE- DELHI**

**2016 - 2017**

- Coordinated training schedules for multiple salon brands
- Managed communication with 200+ salon partners
- Assisted leadership in rollout of training programs
- Maintained structured training documentation and reporting
- Supported onboarding and skill development initiatives