

MALINI N KYATAM

Administrative Manager



At Lord Cultural Resources, South Asia – Malini looks into Office Administration, Accounts Management and HR. A committed and self-driven team player, she passionately contributes to the team managing office operations to performing administrative duties. She also contributes to business development and always looks for new opportunities. She actively strives to improve the organizations' financial health by keeping a close watch on deliverables and cashflows. Her fast-learning abilities encourages her to extend her support to the team in project-related works.

Malini joined Lord Cultural Resources, South Asia in 2014, as the Office Manager. Prior to joining the company, Malini worked in a range of businesses in Mumbai. Her previous work experience with Event Management Company, a brokering firm and a hospitality firm in Mumbai cultivated her core skills in Office Administration, Accounts Management and HR. Her stint at an IT supplies company and an international import-export business in Mumbai allowed her to work in a customer-facing capacity, and an administrative capacity, respectively.

Malini holds a BA in Sociology from SNDT College, Mumbai. She has 23 years of extensive Administrative, Accounts Management and Hr. experience. She speaks English, Hindi, Marathi, and Gujarati languages.

For inquiries regarding Lord Cultural Resources India - South Asia Office, Recruitment and Administrative. Please contact Malini at: mkyatam@lord.ca / adminmumbai@lord.ca