

## MALINI KYATAM

### Office Manager



Malini Kyatam has been working as the Office Manager at Lord Cultural Resources - South Asia since 2014. She brings to the team thirteen years of extensive administrative, HR and accounts management experience, and outstanding organizational skills.

At Lord Cultural Resources, Malini is responsible for office administration; accounts, HR and project file management. Her organized and methodical approach to critical administrative duties ensures the smooth running of day-to-day operations in the office. A motivated and self-driven learner with a strong sense for numbers, she enjoys pitching in on data maintenance tasks on the various cultural projects that the team works on.

Prior to joining Lord Cultural Resources, Malini worked in a range of businesses in Mumbai. She developed her core skills in accounts management and HR through her work with a brokering firm and a hospitality firm in the city. She also worked in a customer facing capacity, handling sales at an IT supplies company, and in an administrative capacity at an international diamond import-export business in Mumbai.

Malini holds a BA in Sociology from SNDT College, Mumbai. Malini's first job was as a diamond sorter, and she can identify the purity of diamonds!