

Sruthy simon
sruthysimon65@gmail.com
9544244331

Dear Hiring Manager,

I'm applying for a job at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached. I can be reached at the number above or at my email address.

Sincerely,

Sruthy simon

09-08-2019

Sruthy simon

sruthysimon65@gmail.com

Mobile: 9544244331

Gender: Female

Marital Status : married

DOB: 28-10-1995

City: kochi

State: Kerala

Country: India

Pin code : 682017

**OBJECTIVE**

secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

ACADEMIC DETAILS**Btech**

Institution : Gov. College of engineering

Year of Passing 2017

Mark : 70%

WORK EXPERIENCE**ADMINISTRATION AND QUALITY INCHARGE (June 2017- Till date)**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

FIELD OF INTERESTS

- Administration

SKILLS

- Communication skill
- Organizational skills
- Decision making skills

STRENGTH

- Be able to solve problems and analyze issues in a timely fashion
- Develop a strategic perspective
- Establish stretch goals for the department
- Be connected to the outside world

HOBBIES

- Dancing

REFERENCE

Santhosh Kumar

PRO

Lotus eye hospital

7034012877

DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.



(Sruthy simon)