

SRUTHI SURENDRAN



+91 8606230378



Sruthiyil,
Kallumala, P. O,
Mavelikara,
Alappuzha, Kerala,
India. Pin: 690 110



sruthis60@gmail.com

PASSPORT DETAILS

Passport No. : U 2396159
Place of Issue : Cochin
Date of Issue : 05/07/2021
Date of Expiry : 04/07/2031

SKILLS SUMMARY

- Strong analytical and problem-solving skills
- Adaptable, Hardworking and committed to deadlines and schedules
- Detailed oriented and able to work as a team as well as individually
- Extreme attention to detail
- Adaptable to Changing Environment
- Positive Thinking Attitude
- Self-motivation at times needed
- Good Interpersonal Skills

CAREER OBJECTIVE

To find a challenging position where I can utilize my talents and abilities, I would like to grow with the firm and contribute towards the growth of the Organization. I will utilize and apply my knowledge and skills while fulfilling organizational goals as well as my professional interests.

TECHNICAL SKILLS

Operating System:

Windows 98- 2000, XP, 2003Professional,
Windows 7& I.P.C.S (Introduction to personal computer software)

Application programs :

Good knowledge in MS Word,
MS Excel,
MS PowerPoint

ACADEMIC DETAILS

MBA. HR [2018] with aggregate of 55% from Mahatma Gandhi University, Kottayam.

BSc. COMPUTER SCIENCE [2013] with aggregate of 55% from Mahatma Gandhi University, Kottayam.

HSC [2008] with aggregate of 60 % from Kerala Higher Secondary Education Board.

SSLC [2006] with aggregate of 72 % from Kerala Board Exam.

WORK EXPERIENCE

- Working as an **OFFICE ADMINISTRATOR at IMPERIAL COLLEGE MAVELIKARA** from July 2018 to till date.
Role: Organize, maintain and manage class systems in proper working condition.
- Worked as **STOREKEEPER CUM OFFICE STAFF IN RABBIT GARMENTS PRODUCTION UNIT** from March 2017 to May 2018.
Role: Exercising general control over all activities in Store Department. Ensure safe keeping both as to quality and quantity of materials.
Initiate purchase requisitions of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
Complete basic bookkeeping and record keeping duties.
Copy, update and organize various office documents, complete data entry as needed.
- Worked as a **COMPUTER FACULTY in G TEC COMPUTER EDUCATION** from July 2015 to Jan 2017.
Role: Organize, maintain and manage class systems in proper working condition.
Teach Students and learners to use computers.
Design & develop appropriate computer instructional material.
Initiate and implement systems, procedures and other student management issues.

PROJECT DETAILS

LABOUR WELFARE MEASURES

Description: In this project I have to understand the requirement process and how the job is delegating the able person.

REFERENCE

- 1) Archana S Assistant Professor St. Mary's College for Women Tiruvalla
+91 9744707613
- 2) Vishnu Prasad A Centre Director GTEC Computer Education
+91 9946809681

PERSONAL DETAILS

Date of Birth : 25-03-1990
Permanent Address : Sruthiyil, Kallumala, P. O, Mavelikkara, Alappuzha
Kerala, India Pin: 690 110

Father's Name : Surendran
Sex : Female
Marital Status : Single
Nationality : Indian
Can Speak : English, Malayalam
Hobbies : Cooking, Gardening, Listening Music

DECLARATION

I do hereby declare that all the above mentioned details are true and correct to the best of my knowledge and belief.

Place: Mavelikara

SRUTHI SURENDRAN

Date: