



ABHIRAM M S

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OBJECTIVE

A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. Sarath has a highly organised approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. He has a reputation for delivering a high quality, personal service to both junior and senior work colleagues. Apart from being immediately available, he also has a strong background in general administration along with experience of working within a customer focused company like yours. Right now he is looking for a key support role, which provides plenty of variety, and where he will have responsibility for the administrative processes within the Office.

EDUCATION

Bethany Private ITI

08/2017 - 07/2018

Diploma In Surveying

Institution of Kerala State Electronics Development Corporation Ltd(KELTRON). TVM

10/10/2018 - 09/01/2019

Total Station Survey

HSS Anad

06/2012 - 03/2014

Higher Secondary

PERSONAL DETAILS

Date of Birth : 20/07/1996

Nationality : Indian

SKILLS

Office Administration

Marketing

Land Surveying

Civil Site Supervision

AutoCAD

Total Station

EXPERIENCE

Unity Builders & Surveyors

01/06/2019 - 31/12/2021

OFFICE ADMINISTRATOR

Supported the Director and Senior Leadership of the business by providing administration support for their roles. This included completing staff rotas, as well as working with the management team on ad hoc tasks as required.

Duties:

Organized the set-up of all Office meetings.

Processed correspondence in responses to customer complaints.

Filed and maintained accounting and payroll records.

Distributed payslips on a weekly basis. Got holiday request forms signed off by senior managers.

Managed customer accounts and financial administration.

Took minutes during staff meetings.

Inputted details onto databases during busy periods.

ACTIVITIES

AutoCAD(10/10/2018 - 09/01/2019)

LANGUAGES

English

Malayalam

Tamil

Hindi

