

SILPA.S

Resume

Career Objective

Possessing a strong background in strategic planning, operational efficiency, and high-level executive support, I aim to leverage my expertise in coordination, communication, and administrative excellence to enhance the company's effectiveness and contribute to the overall success of the organization. Adept at managing complex schedules, fostering interdepartmental collaboration, and executing critical tasks with precision and confidentiality, I am committed to support the company in achieving organizational goals and driving business growth.

Contact



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TC 56/2151 KRISHNASREE
MELAMCODE,NEMOM P.O,
TRIVANDRUM-695020

EDUCATION

Pursuing MBA in Business
Analytics from SRM University
Chennai (2023-2024)

B.Ed. from University of Kerala
Subject: English-2015
(Mar Theophilus College,TVM)

M.A from University of Kerala
Subject: English Language and
Literature -2014
(VTMNSS College, TVM)

B.A from University of Kerala
Subject : English Language and
Literature – 2012
(All Saints college,TVM)

SKILLS

Proficiency in MS Office.

Strong verbal and communication
skill.

Records review & requirements
gathering

INTERNSHIP

Currently working as an intern at
Terumo Penpol for a period of
three months. The domain at
which am doing internship is
Business Excellence.

Worked as a High School Teacher
at Govt. Girls Higher Secondary
School, Peroorkada for a period
of four months.

Professional experience

2019 – 2020: English Teacher at Saraswathi Vidhyalaya ,Trivandrum.

Personal Qualities

- **Organizational Skills:** Proven ability to manage complex schedules, coordinates meetings, and maintains comprehensive filing systems.
- **Attention to Detail:** Meticulous in reviewing documents, scheduling appointments, and ensuring accuracy in all tasks.
- **Communication Skills:** Strong written and verbal communication abilities, facilitating clear and effective interactions.
- **Time Management:** Skilled in prioritizing tasks and managing time to meet tight deadlines and support team productivity.
- **Adaptability:** Flexible and adaptable, capable of thriving in fast-paced and changing environments.
- **Problem-Solving Skills:** Effective in identifying issues and developing innovative solutions to enhance office efficiency.
- **Professionalism:** Consistently maintains a high level of professionalism in all interactions and duties.
- **Confidentiality:** Trusted to handle sensitive information with discretion and integrity.
- **Technical Proficiency:** Experienced in using Microsoft Office Suite, Google Workspace, and various scheduling tools.
- **Interpersonal Skills:** Builds and maintains positive relationships with colleagues and clients, contributing to a supportive work environment.
- **Dependability:** Reliable and consistent in delivering high-quality work and meeting commitments.

Achievements:

- Submitted thesis at University of Kerala entitled “The Life of the Mind: Turmoil and Triumph in Doris Lessing’s “The Golden Notebook”.
- Participated in a National Level Seminar on Mass Communication at All Saints College, Trivandrum.
- Attended workshops conducted by CBSE as part of school curriculum development at Saraswathi Vidhyalaya, Trivandrum.

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge

28.05.2024

Monday

Silpa. S

Trivandrum