

SRUTHI NATH C.M.

#Thadiyante Parambath (H) Kallamala, Chombala (PO) Kozhikode 673308

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Professional Summary

Having worked with a team in developing software projects, currently looking for a new position where I can put all my smart efforts for the company along with which I, as an individual will get an excellent exposure to strengthen my career skills.

Skills

- ❖ Timely oriented work
- ❖ Quick learner
- ❖ Data management
- ❖ Self-motivated
- ❖ Extremely organized
- ❖ Proficiency in MS Office.
- ❖ Attention to detail and problem-solving skills.
- ❖ Issue identification and documentation.
- ❖ Strong verbal and written communication.
- ❖ Knowledge of office management system and Procedure

Work History

Business Development Executive, May 2019 to August 2020

Proaims Iot Solutions, UL Cyberpark, Calicut, Kerala

- ❖ Proaims Iot solutions is a one of the end-to-end IOT Solution Company.
- ❖ There I was appointed as a Business Development Executive.

Roles & Responsibilities:

- ❖ Make cold calls for new business leads.
- ❖ Support in writing new business proposals.
- ❖ Keep prospective client databases updated.
- ❖ Arrange meetings for senior management with prospective clients
- ❖ Build contacts with potential clients to create new business opportunities

Admin Assistant, August 2017 to February 2019

Keltron Knowledge Centre - Calicut, Kerala

- ❖ Keltron Knowledge Centre, being a service group, which imparts certain certification-oriented courses for students.
- ❖ There I was appointed as Admin Assistant.

Roles & Responsibilities:

- ❖ Manages correspondence by answering emails and sorting mail.
- ❖ Scheduling & implementing classes.
- ❖ Coordinating placement drives, seminars etc.
- ❖ Consulting candidates to various internship programs.
- ❖ Marketing and managing.

Admin Assistant, October 2015 - March 2017

Way to Nikah - Vadakara, Kerala

- ❖ Way to Nikah is a Matrimony Office.
- ❖ There I was appointed as an Admin Assistant.

Roles & Responsibilities:

- ❖ Organize and schedule appointments.
- ❖ Answer and direct phone calls.
- ❖ Maintain contact lists.
- ❖ Provide general support to visitors.
- ❖ Data Entry.

Qualification

- ❖ BSc Computer Science, 2018 - Bharathiar University

Additional Information

- ❖ Participated in several arts and sports in MAPS College, Vadakara
- ❖ **Languages known:** Malayalam, English, Hindi (beginner), Tamil.
- ❖ **Hobbies:** Singing songs, Reading books, Dancing, Writing

Declaration

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

Place:

Date:

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