Athul B S

It Administrator

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SUMMARY

Subject: Application for an Office-Based Role Dear Hiring Team, I am excited to apply for an office-based position at your company.

As a Computer Science graduate with back logs and a Diploma in Cybersecurity and diverse experience spanning IT, management, marketing, and operations, I bring a unique combination of technical expertise and business acumen.

My adaptability and problem-solving abilities allow me to excel in dynamic work environments.

Throughout my career, I have managed operations, led teams, and contributed to software development.

Most recently, I have been enhancing my AI knowledge through certification courses.

My experience as a software developer, administrator, and business owner has refined my analytical, organizational, and leadership skills.

I am eager to bring my multidisciplinary expertise to the company and contribute to its success.

I am available for an interview at your convenience and look forward to the opportunity to discuss how my skills align with your organization's needs.

Thank you for your time and consideration.

Best regards,

WORK EXPERIENCE

Software Developer — Jan '23 — Jan '24
Ascend Technology - Uniq enterprises
- Assisted in software development projects, debugging, and testing.
- Worked on IT-related tasks, improving system efficiency.

Office Simulation Boot Camp Trainee — Jan '22 — Jan '23
BROTOTYPE
- Gained hands-on experience with corporate IT systems and workflows.
- Strengthened technical and administrative skills in an office setting.

Founder & General Manager – Interior Furnishing Factory — Jan '21 — Present
iZA GLOBAL
- Established and managed operations, client negotiations, and project execution.
- Delegated business responsibilities before transitioning to IT.

General Manager & Interior Designer — Jan '20 — Jan '21
oxure kitchen
- Led design and execution of modular furniture projects.

Common Service Center Owner — Jan '19 — Jan '20
csc kiosk
- Ran a service center offering digital and government services.

Exam Center Administrator — Jan '19
ppyrus -reva university
- Supervised examination logistics and ensured compliance with regulations.
- Acted as a a network support officer

Exam Center Administrator — Jan '19
SIFI technology
- worked as exam centre network administrator Worked on IT-related tasks.

Pro cum Marketing Manager — Jan '18 — Jan '19
CATS -Kinfra park
- Handled marketing initiatives, business promotions, and customer engagement.

EDUCATION & CERTIFICATIONS

Kerala State Skill Excellancy Board	Jan '17 — Jan '18
Cochin University	Jan '13 — Jan '17

CERTIFICATIONS

Software Development Programming

Diploma in cyber Security

AI CERTIFICTIONS

SKILLS

IT & Cybersecurity   network security, data management
Software Development   programming, problem solving
Management & Operations   business administration, team leadership
Communication & Adaptability   multitasking, stakeholder coordination

OTHER

I hearby declare that the above mentioned details are true and correct to best of my knowledge ATHUL B S