

SURYA A S



Career Objective

To get an opportunity that allows me to showcase my skills and contribute to the company's growth. To enhance my skills by taking on this challenging position and expanding my knowledge.



7736816523



surya808652@gmail.com



Puthen Veedu Thazhathu
Vadaku P.O Enathu(via)
Pattazhy, Kollam

Skills

- Positive Thinker
- Collaboration & Team work
- Ability to prioritize task
- Excellent interpersonal skills
- Work ethic

Personal Profile

Age : 24

Date of Birth : 13 Dec 2000

Fathers Name : Suresh P

Mothers Name : Ambika

Marital Status: Married

Religion : Hindu

Language

- English
- Malayalam

Work Experience

ALRIC Infotech Pvt Ltd - April 21st 2025 to till

Front Office Administration & Student Engagement

Managed front desk operations, greeted visitors, and provided detailed information to prospective students, ensuring a welcoming and informative first point of contact.

Admissions Outreach & Lead Conversion

Conducted outbound calls to prospective students, effectively communicating course offerings and guiding them through the admissions process to boost enrollment in programming courses.

Graphic Design & Social Media Marketing

Designed visually appealing posters and promotional materials for various programming courses, tailored for distribution across social media platforms to enhance brand visibility.

Content Creation & Digital Promotion

Produced and edited engaging video content explaining course details, and strategically published it on social media to attract and inform potential students.

Educational Background

Bachelor of Computer Application

University of Kerala

2018 - 2021

Institution : IHRD College of Applied Science

Percentage of Marks : 60%

Plus Two

Kerala State Board

2018

Institution : VGSS Ambikodayam HSS

Percentage of Marks : 67%

Certifications

- Data Entry Certification from Gateway