



# Athul Satheesh

## Office Administrator

Office Administrator with a keen eye for detail, excels at handling multiple tasks, and strong organizational skills. thrives in dynamic teams, promoting open communication and a positive atmosphere. Approachable, problem-solving, and proactive approach ensure seamless workflow and productivity. Utilizes office software and collaboration tools for enhanced communication and efficiency.

## Experience

### Office Administrator

July 2023 - Present

Freshersnews Evaluation I Bangalore (Remote)

**Email Management:** Efficiently managed incoming and outgoing emails, prioritized and categorized messages, and promptly respond to inquiries while ensuring important communications receive immediate attention.

**Data Tracker and Reporting:** Proficiently created and maintained trackers to collate, organize, and analyze data from various sources. I generate detailed reports that offer valuable insights to aid decision-making processes.

**Client Follow-Up:** Demonstrated exceptional interpersonal skills while engaging with clients, proactively following up on their needs, and addressing any concerns in a professional and courteous manner to foster strong client relationships.

**Social Media Chat Support:** Skillfully handled social media chat platforms to engage with customers, address queries, provide assistance, and maintain a positive brand image through prompt and effective communication.

**Payment Tracking and Invoicing:** Precisely tracked payment activities, managed invoicing processes, and maintained accurate and up-to-date payment records for clients.

### Operation Coordinator

Jan 2020 - Mar 2021

Nasser S Al Hajri Corporation WLL | Bahrain

**Fuel Monitoring and Reporting:** Managing fuel consumption for a vast fleet of over 500 equipment and 250 vehicles and compiling and presenting monthly fuel consumption reports to the management team.

**Financial Management:** Ensuring accurate and timely processing of invoices and efficiently managing petty cash to meet operational needs.

**Vehicle Tracking and Safety:** Implemented GPS tracking systems to monitor vehicle locations and speeds by enhancing safety by monitoring and controlling vehicle speeds.

**Travel and Driver Management:** Supervised 6 drivers, handled driver timesheets and organised travel arrangements for office staff.

**Documentation:** Managed vehicle documents, Spare keys and oversaw the renewal of RC, insurance, and permits through the Traffic Department of Bahrain.

**Operational Coordination:** Coordinated with workshops, drivers, rental suppliers, and various departments to ensure smooth operations.

### Sales Coordinator

Nov 2015 - Feb 2019

New Benz Automobile | Kasargod

**Customer Assistance:** Welcoming customers warmly and assisting them in locating the parts they need and addressing customer inquiries, offering insights on product usage, and delivering advice regarding maintenance and installation.

**Inventory Management and Documentation:** Maintain efficient inventory management by accurately stocking and labelling parts based on their function and price using predetermined organizational methods.

**Billing and Invoice:** Generating invoices and bills, sending payment reminders and collecting payments through cash or online.

**Problem-Solving:** Step in to resolve customer dissatisfaction and brainstorm innovative solutions, especially in situations like backorders, damaged parts, or stock-outs and prioritize maintaining strong customer relationships to sustain business growth.

## Contact

### Phone

+91-7034985254

### Email

athulsalappattu@gmail.com

### Address

Alappattu, SN Puram PO, Pampady,  
Kottayam, Kerala, India 686502

## Education

2021

### Bachelor of Commerce

Rabindranath Tagore University

2019

### Fundamentals of Digital Marketing

Microsoft Office Specialist

2019

### IC 38- Certificate Exam for

### General and Life Insurance

Insurance Institute of India

2017

### Office Word 2010

Microsoft Office Specialist

## Expertise

- MS Office Suite
- Google Workspace
- Email Management
- Google Analytics, Search console and Ads
- Canva & Photoshop
- Social Media Management
- Data Entry

## Language

English - Fluent

Hindi - Proficient

Tamil - Intermediate

Malayalam - Native