

# SRUTHI S NAIR

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Ezhumavil (H) Karukachal (p.o)  
Nethalloor Kottayam Kerala Pin :  
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## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

01/08/2019

-

14/08/2021

### Indian Community School Kuwait (ICSK)

Administrative Supporting Staff

- Handled relations with parents, students, employers
- Managed record keeping & student services such as guidance programs
- Provide administrative support to an academic team of lecturers & tutors
- Purchase goods and equipments as required
- Maintain high levels of quality assurance, including course evaluation and course approval procedures
- Manage budgets and ensure financial systems are followed
- Training, Supervising, and motivating faculty including teachers and auxiliary staff

01/04/2018

-

31/12/2018

### Believers Hospital & Medical College Thiruvalla

Supporting Staff

- Manage telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations

10/01/2019

-

12/06/2019

### Kerala Karuthedath Agro Charitable Society

Agricultural Promoter

- Maintaining a positive attitude to the customers
- Manage to visit customers and potential customers to evaluate their needs or promote products
- Keeping accurate customer records

## EDUCATION

2015-2018

### NSS Hindu College Changanacherry

BSc chemistry

81%

2013-2015

### NSS HSS Karukachal kottayam kerala

Plus two

89%

2012-2013

### St. Teresa's GHS Nedumkunnam Kottayam kerala

SSLC

89%

## SKILLS

- Clear Communication Listening skills Problem Solving Positive attitude Responsibility Leadership Teamwork Time Management