

Pratheek S

Office Administrator

Proactive Office Administrator with 3.5 years of experience managing office operation in fast paced, dead line driven environments. Adept at developing and maintaining detailed administrative and procedural process that reduces redundancy, improve accuracy and achieve organizational objectives.



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WORK EXPERIENCE

Office Admin UBS VILLAS

06/2018 - 11/2021

Palakkad, Kerala

Achievements/Tasks

- Working directly with the owner preparing and following up on contracts/estimates, sales, marketing, advertising, and social media management efforts.
- Schedule customer estimates and jobs ensuring all parties are well informed and available.
- Answer incoming calls & e-mails; addressing customer needs directly and referring calls to the appropriate manager.
- Work with field staff to collect daily time sheets and ensure they are completed with accuracy.
- Prepare forms such as change orders, purchase orders, service agreements, and subcontracts.
- Execute clerical and general office duties such as setting up filing systems, data entry, typing, copying, ordering office supplies, and other administrative tasks for special projects as requested.
- Coordinate meeting logistics and deliverables such as handouts, and make travel arrangements for the project management team.
- Act as a point of contact for vendors, subcontractors, and various construction services teams and solicit quotes from them for new jobs.
- Prepare correspondence, presentations and reports.
- Represents company via regular interaction with visitors, tenants, consultants, contractors, professional service providers, business partners, and public employees and officials.

EDUCATION

Bachelor of Technology Ahalia School of Engineering and Technology

04/2014 - 05/2018

Kerala, India

Courses

- Mechanical Engineering

SKILLS

Auto CAD

Solid works

Microsoft Excel

Excellent Communication Skills

Problem Solving Skills

Interpersonal skills

Positive Attitude

Leadership Skills

Excellent Complaint Resolution Skills

ACADEMIC PROJECTS

FRICITION STIR WELDING ON THIN ALUMINIUM SHEETS (07/2017 - 04/2018)

- This project the material chosen was AA5052 alloy. Friction stir process is carried out in three work pieces. The optimum process parameters were found out and rotational speed are 350rpm and 30mm min because of better properties and less deformation and irregularities formed on the workpiece.

ACHIEVEMENTS

Attained the spot award for the performance in UBS Villas.

Attended internship program in Malabar Cement Limited, Palakkad.

Participated in various inter school meets.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Tamil

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency