



Sreehari M.S
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Skill Set:

- ✚ Dedicated, industrious and result oriented
- ✚ Al quick learner
- ✚ Ability to adapt to change and implement new procedures quickly.
- ✚ Developed skills in official communication, MS office tools.
- ✚ Continues guest for new acquiring new skills and knowledge.

Language proficiency:

- ✚ Malayalam
- ✚ English
- ✚ Tamil

WORK EXPERIENCE

- Cashier (Lulu Group of Companies) – April- 2021 to Present
- Instructor and Document Controller- GK Driving School Idukki Kerala, India March 2020 • February 2021
- Assistant Contractor- Kattappana Municipality Idukki Kerala April 2018 to November 2019

EDUCATION

- **B.Com with Computer Application- MG University**
- **Plus Two Commerce Higher Secondary Education Kerala**

RESPONSIBILITIES

- ✓ Make effective use of office equipment.
- ✓ Keep simple records with little duplication.
- ✓ Manage paperwork efficiently and effectively.
- ✓ Improve administrative support systems.
- ✓ back office operations
- ✓ executive support
- ✓ project planning
- ✓ Effectively control paperwork.
- ✓ Establish effective systems for record retention.

PERSONAL DETAILS

Father's Name : Sabu M N
Gender : Male
Marital Status : Single
Religion : Hindu
Nationality : Indian
Date of Birth : 02-12-2000