



AKHIL S

My Contact

✉ akhil963sathyan@gmail.com

☎ +91 9656760101

📍 Poothottathil (H) Elakolloor P O
Konni, Pathanamthitta, Kerala
India. Pin: 689 691

Skills

- 📄 Written and oral communication skills
- 📄 Ability to grasp new concepts quickly
- 📄 Typing knowledge of English
- 📄 Basic knowledge of Computer

Interests

- 📄 Net Surfing
- 📄 Listening music
- 📄 Photography

Educational Background

- 📄 Bachelor in Business Administration Degree course passed from SAS SNDP Yogam College, Konni, Pathanamthitta, Kerala, India (2021)
- 📄 Higher Secondary Completed (2018) from Netaji Higher Secondary School
- 📄 Republican Higher Secondary School High School Completed 2016

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.

Work Experience

1. Worked as office Assistant Poab's Group from 01- June 2021 to 09-Dec-21.
2. Worked as Marketing Executive M/s A.S. Association (Milma) in Thiruvalla From 10-Jan-22 to 09-Nov-22.
3. Working as Office Co-ordinator in Europe Study Centre From 28-Jan-2024 to Still Date.

Key Responsibilities

- 📄 Office Assistant handles organizational and administrative tasks
- 📄 organizing files
- 📄 scheduling meetings
- 📄 managing calendars
- 📄 writing and proofreading
- 📄 emailing
- 📄 maintaining supplies

Languages

- 📄 English
- 📄 Tamil
- 📄 Malayalam

Personal Details

- 📄 DOB: 31/05/2000
- 📄 Marital Status: Single
- 📄 Nationality: Indian
- 📄 Father's Name : Sathyan D.