



SRIYA P S

ABOUT ME

To continuously aim for career growth in a progressive environment by seeking and securing a position that would enhance my professional abilities;hence, complementing my skills and interests and greater responsibilities.

CONTACT



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uitsriya01@gmail.com



Isatown, Kingdom of Bahrain

LANGUAGE

Malayalam

English

Tamil

PROFESSIONAL SKILLS

- Leadership
- Hard working
- Team Building
- Adapting to Environment
- Communication Skills
- Computer Skills



FORMAL EDUCATION

BSc. MATHEMATICS (2014 – 2017)

University of Calicut

PLUSTWO SCIENCE (2012 – 2014)

State Board Of Public Examination, Govt. of Kerala

SSLC (2011 – 2012)

State Board Of Public Examination, Govt. of Kerala



PROFESSIONAL EXPERIENCE

ADMINISTRATIVE MANAGER

- **UIT GROUP INTERNATIONAL (KERALA,INDIA)**

-Professionals and Corporates

(August 2017 – September 2019)



KEY RESPONSIBILITIES

- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Preparing regular financial and administrative reports.
- Contribute to team effort accomplishing related result as needed.
- Development and update administrative system to make them more efficient.
- Manage staff appointments.



PERSONAL DETAILS

Nationality: Indian

Religion : Hindu

Date of Birth : 25-02-1997

Age : 22

Passport Number : T6671406

Marital Status : Married