



SURABHI K S

PROFILE SYNOPSIS

To associate my self with an organization of repute, where in my abilities and talents would be put to effective use and where I can contribute my effort in the best way towards the organizational developments. To work in a progressive organization who provide opportunities to utilize acquired skills and knowledge in to the entire growth and advancement of the organization at the same time acquiring knowledge on the road to success.

CONTACT

+971 547881173

surabhiks577@gmail.com

Address

UAE
Abu Dhabi
muroor
villa no-05

PERSONAL INFORMATION

Nationality: Indian
Date of birth: 17/01/1998
Passport number:T9590732
Place of issue: cochin

EXPERTISE

- Document controlling
- MS WORD
- Office suits
- Excel & power point
- problem solving
- Outlook
- Typing(English)

LANGUAGE KNOWN

ENGLISH
HINDI
TAMIL
MALAYALAM
FRENCH

REFERENCES

prasad

senior technician-RTS abudhabi

Phone

+971565586249

EXPERIENCES

Total work experience - 5years 11 months(2018-2024)

**ALSTOM TRANSPORT INDIA PVT LTD
COIMBATORE - INDIA (2022-2024)**

Administrative assistant

As an administrative assistant in a fast-paced environment where I can maximize my customer service and organizational skill for the benefits of the company.

**ALSTOM TRANSPORT INDIA PVT LTD
COIMBATORE -INDIA (2020-2022)**

SAP ANALYST

As an SAP analyst, you design, implement, and evaluate all systems, applications, and product (SAP) technology for my organization. My primary job duties involve analyzing business requirements, developing and programming new computer software, and training management to use SAP technology.

**ALSTOM TRANSPORT INDIA PVT LTD
COIMBATORE -INDIA (2018-2020)**

Manufacturing associate

Production, service and maintenance of the rolling stock Components of looms cubicles and tractions

EDUCATION

2023

Bachelor
degree

Completed my bachelor's degree in BUSINESS ADMINISTRATION with CGPA of 8.6 from bharathiya university-coimbatore

2018

Dipolma

Completed my dipoloma in electronics engineering with CGPA of 8.9 from Technical board of kerala