



SURYA P S

GET IN TOUCH

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- Dubai,UAE

SKILLS

- Office administration & coordination
- Document handling and record management
- Scheduling and calendar support
- Email, calls & front-desk communication
- Data entry with accuracy
- Digital filing & database updates
- Basic computer troubleshooting
- Time management & multitasking
- Customer service & teamwork
- Clerical Support
- Office Supplies & Inventory Management
- Vendor & Visitor Coordination
- Workflow Optimization
- Communication & Teamwork
- Attention to Detail
- MS Office (Word, Excel, PowerPoint, Outlook)

LANGUAGES

- English
- Hindi
- Malayalam



ABOUT ME

I am an organized and reliable professional with over 6 years of experience in administration and documentation. With a BCA and MCA, I bring strong technical skills, accuracy, and efficiency to office operations. My background as a Pre-Editor and Administrator has strengthened my attention to detail, data management abilities, and overall workflow coordination. I consistently maintain a professional, structured, and service-focused approach in all tasks.



WORK EXPERIENCE

ADMINISTRATOR

MARCH 2023 - AUGUST 2025

FAIZAL TRADERS PRIVATE.LIMITED

- Efficient administrator skilled in managing office operations, maintaining records, handling correspondence, and supporting daily administrative tasks to ensure smooth workflow.

PRE-EDITOR

SEPTEMBER 2022 - FEBRUARY 2023

APTARA LEARNING PRIVATE LIMITED

- A Pre-Editor reviews and prepares content before the final editing stage to ensure accuracy, consistency, and clarity. They correct grammatical and formatting errors, check adherence to style guidelines, and make sure the material is ready for the editor's review. Their role helps maintain high-quality standards and smooth workflow in the publishing or documentation process.

Junior Software Developer Training

MARCH 2022 - JULY 2022

Orisys Academy for Skill Development & Research

- Assist in designing, coding, testing, and maintaining software applications under senior developers' guidance. Write clean code, fix bugs, and support project development using programming languages and tools.

Administrative Assistant

MAY 2017 - AUGUST 2021

LS Company

- An Administrative Assistant manages office files and records, schedules meetings, and handles phone calls and correspondence. They prepare reports and documents, assist in daily operations, support staff and management with administrative tasks, and ensure the workspace is organized and well-maintained.



EDUCATION

Master of Computer Applications

2018 - 2021

Sree Narayana Institute of Technology, Kerala University

Bachelor of Computer Applications

2014 - 2017

Christ Nagar College,Kerala University

Higher Secondary,Computer Science

2014 - 2012

High School

2011 - 2012