



# SUMI S

## ADMINISTRATIVE ASSISTANT

### PROFESSIONAL PROFILE

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A team player with a positive attitude, and a strong user focus. To work hard with full determination to achieve organizational as well as personal goal. Enthusiastic Administrative assistant eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

### CONTACT

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 +916362875797

 itsmesumisuresh04@gmail.com

 Puthen veedu  
kizhakkencherry  
palakkad  
678684

### SKILLS

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- MS EXCEL
- MS WORD
- TALLY
- Verbal & Written Communication.

### LANGUAGE

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- Malayalam
- English
- Tamil
- Hindi

### WORK EXPERIENCE

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#### ACCOUNTANT

**October 2019 - PRESENT at  
Millenium Granites and Tiles.**

- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents and closed books.
- Improved data collection, financial analysis and financial modeling to optimize practices and retain customers.

#### SENIOR OPERATIONS EXECUTIVE

**June 2018 - August 2019 AT  
AEGIS CUSTOMER, SERVICES PRIVATE  
LIMITED**

- Tended to urgent correspondence to facilitate communication or resolution.
- Increased company profits through performance optimization strategies and efficiency improvements.
- Set clear goals to monitor targets and offered real-time input on performance and motivation.

### EDUCATION

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ZAMORINS GURUVAYURAPPAN COLLEGE  
CALICUT, KERALA

B.COM, FINANCE - 2015-2018 - 83% GPA

GMMGHSS PALAKKAD, KERALA

HSE - 2013-2015 - 96% GPA

GHSS KIZHAKKENCHERRY SCHOOL, KERALA

SSLC - 2013 - 86% GPA

### PASSPORT DETAILS

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PASSPORT NUMBER	W5361609
PLACE OF ISSUE	COCHIN
DATE OF ISSUE	20/09/2022
DATE OF EXPIRY	19/09/2032