

SREELEKSHMI S

+91 9048724249 , +971545796924, sreelekshmi62500@gmail.com

PROFILE

To utilize my technical skills for achieving the target and developing the best performance in the organization. I would like to implement my innovative ideas, skills and creativity for accomplishing the projects

PROFESSIONAL EXPERIENCE

A R Financers

Financial Clerk | 2022-2024

- Delivered high-quality customer service by efficiently processing financial transactions such as deposits, withdrawals, and payments.
- Ensured accuracy in data entry and maintained up-to-date records in compliance with company policies.
- Handled client inquiries and provided support, demonstrating professionalism and attention to detail.

Impulse Marketing Pvt Limited

HR Admin | 2021

- Acted as a point of contact for internal employees and external candidates, ensuring a smooth onboarding experience.
- Supported administrative functions including document handling, payroll processing, and scheduling.

Aabasoft

Technical Support Engineer | 2020

- Provided timely technical support to users, resolving hardware, software, and network issues.
- Delivered customer-centric solutions, maintaining high satisfaction levels and clear communication.

Self-Employed

Home Tutor |

- Delivered personalized, client-focused educational support across academic levels.
- Built strong relationships with students and parents by understanding individual learning needs.

EDUCATION

Younus College Of Engineering And Technology

B Tech-Electronics and communication engineering
2020

Sivaram NSS Higher Secondary School

Plus Two - Biology Science
2016

Vimala Hridaya Girls Higher Secondary School

SSLC
2014

LANGUAGES

- English
- Malayalam
- Hindi (Intermediate)
- Tamil (Intermediate)

PERSONAL DETAILS

DOB : 12-05-1998
VISA : 201/2025/ 11400626523
Valid : 20-07-2025
Passport No: B8002963

REFERENCES

VISHNU VENUGOPAL
PCSO,NSH, ABUDHABI
MOB: +971542336127

SKILLS

- MS Office
- Certified in Hospital Administration and Management
- Certified Skin Therapist
- Circuit Designing, Circuit Analysis
- Microprocessor & Embedded System
- Basic Video Editing

PROJECTS

Covid19 Isolation Ward Robot (1 year)
Touch sensor (1 month)
Door security system (1 month)
Electronic piano using 555 IC (1 month)

SEMINARS AND WORKSHOPS

Seminar on the topic sixth sense technology
Seminar on the topic cloud computing
Seminar on the topic time management
Quadcopter 7 day workshop
Swatch Bharat 7 day internship
Bhanasura sagar dam 5 day industrial visit
United embedded technology 2 day industrial visit
IEEE 2 day soldering workshop
Keltron internship