



SRUTHY REGHUNATH

EXPERIENCE

September 2020 - January 2022

Office Administrator Govind and Company | KERALA, INDIA

- Oversaw effective file management to keep office records up-to-date.
- Maintained excellent team relationships by proactively helping others with complex problem-solving tasks.

EDUCATION

2017

Bachelor of Technology | Electronics and Communication
ToCH Institute of Science & Technology,CUSAT,
ERNAKULAM,KERALA

2013

HIGHER SECONDARY EDUCATION

SDPY Higher Secondary School , ERNAKULAM,KERALA

2011

SECONDARY EDUCATION

AUXILIUM ICSE SCHOOL , ERNAKULAM,KERALA

ACADEMIC PROJECTS

- **B-Tech MAJOR PROJECT**
TOPIC : Smart Energy Meter -Energy Management System
- **B-Tech MINOR PROJECT**
TOPIC : Edge Avoiding Robot

INTERNSHIP

- **ASP.NET Developer IndiaOptions Softwares Pvt**
- Vocational Industrial Training on Long Distance Communication Systems
Southern Telecom Region ,BSNL Ernakulam.
- Team work Programme at Infosys Campus Connect.

PERSONAL DETAILS

- Nationality :INDIAN
- Date of Birth :09-10-1995
- Sex :Female
- Marital Status: Married
- Languages :English,Malayalam
- Visa : Spouse visa

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CAREER OBJECTIVE

To secure a challenging position where i can effectively contribute my skills and in the process add value to the organization and grow my career.

SKILLS

- Microsoft Office
- Work ethic
- Multitasking
- Technical Skills :Java ,Asp.net,C
- Complex Problem Solving
- Project Management Skills

DECLARATION

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Sruthy Reghunath