

SREEJITH S

Operations | Administration | Team Coordination

+91 9895 275 136 | jithusbox@gmail.com | Kerala, India

CAREER PROFILE

Experienced operations and administration professional with a background spanning fuel supply services in the UAE, digital marketing operations, higher education administration, academic leadership, teaching, and technical support. Known for organized work practices, clear communication, dependable follow-up, and the ability to coordinate people, schedules, documents, and daily service requirements.

PROFESSIONAL STRENGTHS

- Operations planning, service coordination, work allocation, scheduling, and follow-up.
- Office administration, correspondence, documentation, record keeping, and reporting.
- Customer, vendor, driver, staff, student, and management communication.
- Digital marketing support covering SEO, social media, online advertising, catalogues, and client updates.
- Team supervision, staff coordination, academic administration, and problem resolution.

EMPLOYMENT HISTORY

Operations Executive | Tens Fuel Supply Service L.L.C

Ajman, United Arab Emirates | January 2024 - Present

- Coordinate fuel supply activities, customer requirements, service schedules, internal follow-up, and daily operational priorities.
- Maintain order information, customer communication, supporting records, and routine operational documentation.
- Liaise with customers, drivers, vendors, and team members to keep deliveries and service activities on schedule.
- Assist with billing follow-up, reporting, issue resolution, and general office administration.

Operations Manager | Infinity Ideas Digital Marketing Company

Maradu, Ernakulam, Kerala, India | August 2023 - December 2023

- Managed daily office operations, work allocation, schedules, client communication, and follow-up for digital marketing assignments.
- Supported SEO, social media management, online advertising, product catalogue work, and client email communication.
- Tracked work progress and maintained project and client records to support timely, consistent delivery.

EMPLOYMENT HISTORY CONTINUED

Head of Department | Jawaharlal Nehru Institute of Arts and Science

Balagram, Kattappana, Idukki, Kerala, India | January 2021 - May 2023

- Managed departmental activities, faculty coordination, academic schedules, curriculum delivery, documentation, and student support.
- Supported academic planning, staff communication, quality standards, issue resolution, and coordination with institutional management.

Assistant Professor | Jawaharlal Nehru Institute of Arts and Science

Balagram, Kattappana, Idukki, Kerala, India | July 2019 - December 2020

- Delivered lectures, prepared academic materials, facilitated discussions, mentored students, and supported examinations.

Office Administrator | Jawaharlal Nehru Institute of Arts and Science

Balagram, Kattappana, Idukki, Kerala, India | August 2015 - June 2019

- Managed correspondence, record keeping, scheduling, office coordination, documentation, and communication with staff, students, and management.

Desktop Support Engineer | HigherStudiesOnline.com

Pathanamthitta, Kerala, India | January 2007 - December 2011

- Installed and maintained computer hardware, software, operating systems, peripherals, and network connections and provided user support.

EDUCATION

Master of Science in Information Technology | Mahatma Gandhi University, Kottayam, Kerala, India

Bachelor of Computer Applications | Mahatma Gandhi University, Kottayam, Kerala, India

PROFESSIONAL CERTIFICATION

Cisco Certified Network Associate (CCNA)

COMPUTER SKILLS

Microsoft Word, Excel, Outlook and PowerPoint; Google Docs, Sheets, Forms and Drive; email mail merge, filters and rules; Adobe Photoshop; software installation; computer hardware; system administration; and network configuration.

LANGUAGES

Malayalam | English | Hindi | Tamil

PERSONAL DETAILS

Date of Birth: 19 April 1985

Nationality: Indian

Marital Status: Married

REFERENCES

Available upon request.