

SREE SANKAR A S

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SUMMARY

Highly skilled professional with a BSc in Computer Science and over 5 years of experience as a Project Assistant in the Government sector. Proficient in computer applications and trained as a MERN stack specialist. Open to transitioning into new roles and highly competent across various areas, including auditing, legal operations, project management, and administrative support.

- **Project Management in Government Sector:** Over 5 years of experience managing projects, coordinating tasks, and ensuring compliance with government regulations. Proven ability to work effectively within structured and procedural environments.
- **Technical Proficiency:** Extensive knowledge and experience in computer applications and software tools for project management, data analysis, and administrative support. Skilled in using technology to streamline processes and enhance productivity.
- **MERN Stack Development:** Trained specialist in the MERN stack (MongoDB, Express.js, React, Node.js), capable of developing, testing, and deploying web applications. Proficient in both front-end and back-end development, ensuring seamless user experiences and robust functionality.
- **Adaptability and Versatility:** Proven ability to adapt to new roles and environments, demonstrating flexibility and a willingness to learn. Experienced in handling diverse responsibilities and excelling in various functional areas.
- **Administrative Expertise:** Skilled in managing calendars, scheduling appointments, handling correspondence, and performing a variety of administrative tasks with accuracy and efficiency.
- **Strong Communication and Organizational Skills:** Effective communicator with a talent for coordinating with team members, stakeholders, and external partners. Highly organized, with a knack for managing schedules, documentation, and project timelines efficiently.
- **Interest in Legal/Audit Operations:** Keen interest in legal operations, audit, project management, and coordination, including managing departmental tasks, routine correspondence, and preparing presentations and reports.

PROFESSIONAL EXPERIENCE

Project Assistant

September 2021 - onwards

National Centre for Earth Science Studies

- Provide comprehensive administrative support to three departments, including handling correspondence, managing calendars, and organizing meetings.
- Analyze research data and prepare reports, summaries, and presentations for department heads.
- Collaborate with department heads to develop strategies, action plans, and timelines for various projects.
- Coordinate travel arrangements and accommodations for department staff.
- Maintain and update electronic filing systems, ensuring documents are properly categorized and accessible.
- Facilitate communication between departments and external stakeholders, ensuring timely responses to inquiries and requests.
- Participate in meetings and take accurate minutes, distributing them to relevant stakeholders.
- Handle confidential information with utmost discretion and maintain strict confidentiality protocols.

Data Entry Operator

September 2019 - September 2021

National Institute For Interdisciplinary Science and Technology (NIIST)

- Conduct data entry tasks in the ERP system, ensuring precision and adherence to established guidelines for billing and payroll processing.
- Collaborate with cross-functional teams to obtain necessary data and documentation for bill generation and payroll activities.
- Provide training and support to employees during the implementation of the newly introduced ERP system, facilitating smooth transition and minimizing disruptions.
- Perform regular data quality checks to identify and rectify errors, ensuring accuracy in billing and payroll information.
- Work closely with the IT department to troubleshoot and resolve any technical issues related to the ERP system, ensuring uninterrupted workflow.
- Maintain confidentiality and security of sensitive information by strictly following data protection protocols.
- Generate reports and analyses as needed, providing insights into data trends and anomalies.

Office Assistant

April 2018 - November 2018

National Cyclone Risk Mitigation Project - World Bank/ NDMA/ KSDMA

- Managed daily administrative tasks for the project, including scheduling meetings, managing calendars, and organising travel arrangements for team members.
- Developed and maintained an organised system for project documentation, ensuring all files, reports, and correspondence were accurately stored and easily accessible.
- Facilitated effective communication between project staff, stakeholders, and external partners, ensuring timely dissemination of project updates and information.
- Conducted data entry for project-related activities, analysed data for trends, and assisted in the preparation of periodic progress and compliance reports.
- Monitored office supplies and equipment, coordinated with vendors for procurement and maintenance, and ensured a well-functioning office environment.
- Coordinated logistics for project events, workshops, and training sessions, including venue selection, invitations, and on-site support.
- Assisted the finance team with processing invoices, expense reports, and budget tracking, ensuring adherence to financial guidelines.
- Supported the preparation of compliance documentation and reports, ensuring project activities met World Bank and NDMA standards.
- Addressed inquiries from internal and external stakeholders, providing timely and professional responses to ensure satisfaction and resolve issues.

EDUCATION

B.Sc Computer Science

Kerala University, India

2013 - 2016

Plus Two / Foundation Degree

Kerala DHSE

2011 - 2013

SSLC / High School Diploma - GCSE Equivalent

Kerala HSE

2011

CERTIFICATION

Certified Specialist in Full Stack Development

ICT Academy of Kerala, India

2021 - 2022

SKILLS

Technical Skills:

- Proficient in the MERN Stack, specializing in JavaScript, React, Node.js, Express.js, and MongoDB.
- Experienced in payment automation systems and tools.
- Skilled in data management and analysis.

Office Suites:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- LibreOffice
- OpenOffice

SKILLS

Soft Skills:

- Strong problem-solving abilities.
- Excellent typing speed and accuracy.
- Analytical mindset with the ability to generate actionable insights.
- Detail-oriented with a focus on maintaining data integrity.
- Effective communication and teamwork skills.
- Adaptable to changing environments and deadlines.

HOBBIES AND INTERESTS

Problem-Solving:

- Passionate about solving complex problems and challenges through programming.
- Engage in coding competitions and challenges to enhance problem-solving skills and stay up to date with the latest algorithms and data structures.

Continuous Learning:

- Have a strong appetite for learning and staying updated with industry trends and advancements in web development.
- Regularly participate in online courses to expand knowledge and improve technical skills.

Film enthusiast: I enjoy watching a wide range of films and attending film festivals.