

RESUME

Present Address:

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Objective

To be associated with a progressive organization that provides an opportunity to apply my knowledge skills order to be abreast with latest trends and technologies technologies.

EXPERIENCE.

- As a **Office Administration** in **EXCEL MATRICULATION HR SEC SCHOOL** from JUNE 2022 to Till now..
- As a **Office Administration** in **HOLY MERCY EDUCATIONAL & SOCIAL WELFARE TRUST** from Feb 2015 to March 2018.
- As a Office administration in **DREAMS SOLUTIONS(RELIANCE)** from April 2013 to Jan 2014.
 - General office support.
 - Handling enquiries.
 - Maintaining and Preparing Reports.(Students reports & Teachers Records).
 - Maintaining filing systems.
 - Being a point of contact for company's contacts and staff.
 - Purchase overall stationery items for school requirements.
 - Involved quotations preparation.
 - Cash collection & Banking with deposits.
 - Mail checking.
 - Students admission handling with involving.
- As a Team Leader (TL) in the **ICICI LOMBOARD INSURANCE** from Feb 2010 to March 2011.
- As a Telesales Officer (TSO) in **ICICI LOMBOARD INSURANCE** from Feb 2009 to Feb 2010.
 - Handling enquiries.
 - Handling Team members.

Project work

Dot Net Based Data mining

- Implementing Efficient Data Mining Algorithm based on Dot Net to identify item set closures.

PLC Based ROTOR Resistance starter

- Using this project, a PLC (**Programmable logic controller**) can be defined as a digitally operated Electronic system, designed for use in industrial environments which opt for programmable memory for internal storage of user-oriented instruction for implementation of specific functions such as logic sequencing, timing and arithmetic operations to control various types of machines of processes, through digital or analog inputs or outputs..

Additional qualification

- Advance Diploma in Computer Hardware and Networking.

Computer proficiency

- C,c++,ms-dos,java,oracle
- Os:windows9x,/2000/xp/unix/linux

Educational Qualifications

NAME OF INSTITUTION	STAGE/LEVEL	PERIOD OF STUDY	MARKS OBTAINED
Thangavelu Engineering College, Chennai.	Bachelor Degree in Computer Science Engineering	2005-2008	70.0%
Adhiparasakthi Polytechnic College, Melmaruvathur.	DEEE (Diploma in Electrical and Electronics Engineering)	2002-2005	75.0%

Personal Details

Father's Name : A.Velly

Date of Birth : 28.08.1985

Sex : Female

Nationality : Indian

Marital Status : Married

Languages known

English and Tamil

Positive Traits

Creative, analytical and communication skills, able to operate at all levels within an organization, having leadership qualities, sincere, dedicated and hardworking.

V.Swapna