

# CURRICULUM VITAE

SURYA.N.P

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## OBJECTIVE:

- To achieve success in all aspects with the support of disciplined and hardworking principle.
- To work enthusiastically at any situation and to help others.
- To get the job in your concern to develop myself and the concern.

## STRENGTH:

- Positive attitude
- Good Communication.
- Interpersonal Relationship.
- Independent Working Ability.
- Excellent Grasping Ability.
- Self-Confidence with Tolerance Capability.
- Well developed in organizational and Leadership Skills

## ACADEMIC PROFILE

Qualification	Institution	Board/university	Percentage
<i>B-com</i>	Dr.SNS Rajalakshmi College Of Arts And Science	Bharathiyar University (2010-2013)	63%
<i>Hsc</i>	Vivek Vidyalaya Matric.Hr.Sec.School	Matriculation 2010	68%
<i>SSLC</i>	Vivek vidyalaya Matric.hr.sec.school	Matriculation 2008	58%

## PROFESSIONAL EXPERIENCE:

Institution	Designation	Service		Recent for Relieve
		From	To	
Info institute of engineering	Office Administration	27.05.2016	03.03.2017	Due to maternity
PPG College of Occupational Therapy	Office Administration	16.03.2022	11.07.2023	Personal Growth
Rathinam@TIPS GLOBAL	Admin Executive	31.07.2023	20.01.2024	

## **SOFTWARE PROFICIENCY:**

- ❖ Basics of Computers
- ❖ MS-Office
  - MS-Word
  - MS-Power Point
  - MS-Excel
- ❖ TALLY 9

## **EXTRA-CURRICULAR ACTIVITIES:**

- Participated in Various Events Held in Inter College and Attended Seminar in College Level
- Participated in International Level Conference Towards “Green Economy”
- Paper Presented in The Topic “Green Marketing”  
P.K.R. ARTS COLLEGE FOR WOMEN

## **PERSONAL PROFILE**

- Name : Mrs. SURYA.N. P
- Husband name : Mr.GOKULAKRISHNAN. P
- Date of birth : 21/08/1993
- Gender : Female
- Marital Status : Married
- Language known : Tamil, English
- Address : 5/18C44, Karuvalur Road,  
Devampalayam,  
Sarkarsama kulam,  
Coimbatore641107.

## **Declaration:**

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

Thanking you

Place: Coimbatore  
Date:

yours sincerely,  
[N.P. SURYA]