

Jenifer P

Profession

Address Tiruvanamalai , India 606803

Phone 7094525002

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Looking for a prospective long-term career in the field of IT, Where I can contribute my knowledge and skills acquired for the betterment of the organization and myself.

Skills

Ms office , Excel and PowerPoint presentation

Data entry background

Work History

2023-07 - 2023-10

Worked in Don Bosco Tech

DDEO TRAINER , Thiruvanamalai

- Organized and maintained precise confidential personnel files.
- Organized and prioritized proofreading, spell checking, document filing and data entry.
- Taking classes for students handling basics of computers

Education

2018-06 - 2021-04

BCA: Computer Applications

Auxilium College - Vellore

2017-06 - 2018-04

Higher Secondary

Auxilium Matriculation Hr Secondary School - Polur

2015-06 - 2016-03

SSLC

Auxilium Matriculation Hr Secondary School, Polur - Thiruvannmalai District-606803

Languages

English

Bilingual or Proficient
(C2)

Kanada

Intermediate (B1)

Tamil

Bilingual or Proficient
(C2)

Personal trait

Leadership quality
Patient
Team manager
Team player
Punctual and Responsible

Personal details

- Name : Jenifer P
- DOB : 01/05/2000
- Age : 22
- Gender : Female
- Language Know: English, Tamil and kannada
- Father Name : Pannerselvam A
- Address: 7/11C,3A, Indra Nagar, thiruvanamalai dist, polur 606 803
- Contact : 7094525002

Certifications

2019-10	Domestic data entry Operator (Training Provider Name DON BOSCO TECH SOCIETY , Date of Assessment 07/12/2019
2019-01	Practicipate in two days orientation program on red cross movement and Disaster Management & Aid from 05 th to 06th Jan ,2019 at Indian Red Cross Society , Tamilnadu Brach ,chennai
2020-01	SOLIDARITY PEACE MOVEMENT (Participatd in "Training in Enlightened Leadership programme", Mannivakkam , Chennai, from 20/01/2020 to 24/01/2020
2020-03	" World Biggest International Hands-On IoT & Ethical Hacking Workshop " participated in 08/03/2020

Technical skills

- Java
- Data Analytics

Declaration

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.

Signature

JENIFER P