

RESUME

Jothi Prakash J

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N0 12,Uzhakolpattu Vathiur,

Kuram post,Kanchipuram

Career Objective

As I am the fresher in this field, I will know about the nature of my work. Moreover, I will attempt to know about the various processes which for my job. By doing so, I will be able to do my job more proficiently. On the other hand, I shall implement my knowledge in to the practical world.

Academic profile

COURSE	INSTITUTION	UNIVERSITY/BOARD	PERCENTAGE	YEAR OF PASSING
MBA	Jeppiaar Engineering College	Anna University	7.35	2022
Bachelor of Computer Science	Sri Sankara Art's and Science College	Madras University	6.73%	2020
Higher Secondary	Dr.Natarajan matric higher secondary school	State board	68.4%	2017
S.S.L.C	Government higher secondary school	State board	72%	2015

Area of Interest

Human Resource

Software Proficiency

Operating Systems : Windows XP, 7 & 10.
Packages : MS-Office (Word, Excel, Power Point)

Internship

Completed internship in HR DEPARTMENT at UNIQ TECHNOLOGIES for the duration of one month

Roles and responsibilities

- Recruit the candidates

- Hire the right employees
- Payroll process
- Maintain employee records
- Conduct benefit analysis

Strengths

- Problem Solving
- Smart Working
- Good Analytical Skill and Positive Attitude
- Leadership

Hobbies

- Chess
- Volleyball
- Running

Personal Details

Father's name	:	T.Javavel
Date of Birth	:	28/12/2000
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	English, Tamil

Declaration

I hereby declare that the information mentioned above is true, complete and correct to the best of my knowledge and belief.

Place: Kanchipuram

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