



## ARTHI.K

### CONTACT



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+91 - 9080067029



Sulur , Coimbatore.

### SKILLS

- Basic Knowledge in Ms Office-Word, Excel, PowerPoint.
- Basic knowledge -C, C++
- Web designing – Basic HTML, XML, CSS
- Good Typing Skill and Web research.

### EDUCATION

#### BSC-Information Technology

Sri Jayendra Saraswathy Maha Vidyalaya  
College of Arts And Science, Coimbatore, 2016.

### CERTIFICATION

2 months training from Nanjappa  
institute ( **Basics of Computer**).

### PROFILE

Looking forward to an opportunity for working in a dynamic, challenging environment, where I can utilize my skills for developing my career and for the growth of the organization.

### EXPERIENCE

#### Falcon Mining Equipments –Coimbatore

##### TELE MARKETING EXECUTIVE Nov 2022 to July 2023

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, quotation etc.)
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.

#### Team Technologies—Coimbatore System Analyst

##### (AMAZON MTURK PROJECTS) Oct 2019 to Aug 2022

- Web Search and Data Entry.
- Team Management, Achieved given target.
- Manage everyday work activities and informed Supervisor appropriately.
- Perform quality check assessment on all process of various associates.

## Allianze Technologies-Coimbatore

### Quality Controller (ERIC Projects) Dec 2016 July – 2019

- Web Search and Data Entry
- Final Quality Control
- Team Management
- Achieved given target
- Trained newly joined staffs in due time
- Planning to achieve target, Weekly Meeting.
- Status maintenance for production department.
- Trained new quality control team members on best practices.
- Maintained control of quality records

## COMPETENCIES

- Good team player.
- Organized and well structured at work.
- Independent, Self-esteem and self-motivated.
- Committed to achieve goals.

## PERSONAL INFORMATION

- Gender : Female
- Dob : 17-05-1996
- Father name : Kannan P
- Mother tongue : Tamil
- Nationality : Indian
- Marital Status : Unmarried
- Languages : Tamil, English

## DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Place:

Yours Sincerely,

Date:

(ARTHI.K)

