ARCHANA.R
Contact   : 7708308683
E-Mail Id : archupriya2906@gmail.com

CAREER OBJECTIVE

To work in challenging environment that would require & develop all my individual skills to solve the problems effectively help the organization to achieve its goal. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

BASIC ACADEMIC QUALIFICATION

Educational Qualification	Institution	Year of Passing	Percentage
B.COM (IB)	Hindusthan College of Arts and Science - Coimbatore.	2017-2020	73%
HSC	P.S.G.G. Kanya Guru Kulam Higher Secondary School	2017	83%
SSLC	P.S.G.G. Kanya Guru Kulam Higher Secondary school	2015	79%

TRAINING ATTENDED

Designation: Internship

COMPANY: **SRI GANAPATHY GARMENTS TIRUPUR**

Was under the guidance of Mr. SELVA KUMAR for 30 days in the company. The training About various departments has helped to acquire practical knowledge in various aspects of the Garments industries.

WORKING EXPERIENCE

I COMPANY : AURA EXPORT PVT LTD (SEP 2020 - MAY 2021)

Roles and Responsibilities :

Designation : Assistant Store Keeper

➢ Heading and Organizing the Store.

➢ Day-to-Day Stock Record and Control of Material.

➢ Transporter Bill Checking

II COMPANY : AUTO TECH ENGINEERING (SEP 2021 – DEC 2021)

Designation : Computer Operator

Role and Responsibilities:

- ➢ Billing

- ➢ Stocks Entry

➢ Working with **THE ZIGMA TECHNOLOGIES INDIA PVT LTD** as a System Administrator from June 2022 to June 2023.

SOFTWARE KNOWLEDGE

- ➢ Computer Skills Including M.S Office.

- ➢ Tally ERP9

AREA OF INTEREST

- ➢ Listening to Music

- ➢ Drawing

- ➢ Love Learning New Language

- ➢ Craft Works

PERSONAL PROFILE

Name   : Archana.R

Date of Birth   : 29-06-2000

Languages Known   : Tamil,English

Father's Name   : Ranjendran.T (Late)

Permanent Address : 53, Gandhi Street (South), Veeriyampalayam,

                     Kalapatti (po), Cbe 48

Aadhaar Number   : 3113 8037 6430

DECLARATION

I do hereby declare that the above information is true and correct to the best of my knowledge.

DATE :   _____

ARCHANA.R