

JAYAKUMAR.N

<u>Personal Information</u> Email: jaividya1990@gmail.com Contact Number: 8124535914 Present Address: Koothappadi,vill,po Pennagaram,tk Dharmapuri-Dt TamilNadu. Pin:636810 Father's Name: P.Nagamanickam Date of Birth: 05-07- 1990 Nationality : Indian Languages: Tamil, English. Hobbies : Playing cricket, Volleyball, Helping my father business	<u>Objective</u> <ul style="list-style-type: none">. To be a professional and to utilize my skill and knowledge to full fill the requirement of the organization in customer service <u>Summary</u> <ul style="list-style-type: none">A graduate with lot of self-confidence and enthusiasm, eager and quick to adapt new skills.A good team worker, excellent in relation building, sincere, dedicated and sociable.Am capable of using my excellent communication skills to attract and retain high profile customers <u>Project Undertaken</u> Title : Effectivness of HR Practice Organization : EID parry, pugalur Duration : 1months
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QUALIFICATION:

Educational Qualification:

+2 - First Class (66%) year 2008, TamilNadu state Board

10th - second Class (55%) year 2006, TamilNadu state Board

Professional Qualification:

MSW (master of social work) – (70%) year 2013

Don Bosco College of Arts and Science Dharmapuri.
Periyar university salem.

B.COM.CA –(66%) year2011

Kamadhenu College of Arts and Science Dharmapuri.
Periyar university salem.

Technical Qualification:

- Basic Knowledge of MS-Office, MS-Excel, Visual Basic and Browsing
- Diploma in computer application

Skill Sets:

- Operating System : Windows 98,2000 & XP
- Packages : MSOffice
- Well-Versed with Internet Usage : Beginner
- Communication

Experience:

- 25.11.2017 TO 31.01.2020.
DNC CHITS PVT LTD. PALACODE.
BUSINESS AND COLLECTION EXECUTIVE.
- 29.05.2017 TO 05.10.2017.
SHRIRAM CITY UNION FINANCE.
SALES EXECUTIVE.
- 05.04.2015 TO 30.04.2016.
SRI KUMARAN THANGAMALAGAI
SALES EXECUTIVE.

Acknowledgement:

I hereby declare that all the information provided above is true up to the best of my knowledge.

Date:

Yours faithfully,

Place:

(JAYAKUMAR.N)