

RESUME

Keerthana. B

Email Id: Keerthana28799@gmail.com

Mobile .No: 9842542234

OBJECTIVE:

To work in a firm with a Professional work driven Environment where I can utilize and apply my Knowledge and Skills which enable me as a Experience Graduate to grow while fulfilling Organization goals.

ACADAMIC ACHIVEMENT:

COURSE	SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGE
MBA (Human Resource Management)	Annamalai University	2021	85%
B.SC(Information Technology)	Kongunadu arts and science college, (Autonomous) GN.mills, Cbe-641029	2019	82%
HSLC	Sri K.Rangasamynaidu higher and secondary school, PN Palayam, Cbe-641032	2016	93%
SSLC	Government high school, NSN Palayam, Cbe-641031	2014	89%

TECHNICAL SKILLS:

- MS Office : Excel, Word, Power point.
- Programming Language: C++, VB
- General and Graphic Application: HTML

LANGUAGES KNOWN:

- Tamil
- English

EXPERIENCE:

1. I have Experience with 3 years and 6 Months of Sales **Office Staff** and **Purchase Department** in **Ultra core Technologies**.
2. I have Experience with 6 Months of **Despatch Invoice Planing Department** and **Store Incharger** of **Kamal Industries**.

PERSONAL SKILL SETS:

- Time Management
- Boldness
- Positive Thinker

PROFESSIONAL EFFICIENCY:

- Soft Spoken
- Meeting Deadline
- Adapting with the Changing Environment

EXTRA CURRICULAR ACTIVITIES:

- Throw Ball Player in School.
- Active Member of “Youth Red Cross” and Social Activist in College.
- Actively Participated in the “Youth Red Cross” in College.

CO- CURRICULAR ACTIVITIES:

- Participated in the Inter College Technical meet Workshop.
- Participated in one day International Level Hands -on Workshop on “Cyber Security”

HOBBIES:

- Playing Shuttle
- Reading Books

PERSONAL DETAILS:

NAME : Keerthana.B

DATE OF BIRTH : 28.07.1999

GENDER : Female

MARITAL STATUS : Unmarried

FATHER’S NAME : Babu

MOTHER’S NAME : Kalaiselvi.B

ADDRESS : 8/41,Vengadachalpathi lay out 2, Narasimhanaicken Palayam,
Poochiur Road,NSN Palayam,
Coimbatore-641031.

DECLARATION:

I hereby Declared that the above Information is true and Correct to the Best of my Knowledge.

PLACE:Coimbatore

DATE :

Signature