

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Educational Qualifications

COURSE	INSTITUTION	BOARD	YEAR OF PASSING	PERCENTAGE/CGPA
B.COM COMPUTER APPLICATION	Avinashilingam Institute for Home Science And Higher Education For Women	Autonomous	2022	79%
HSC	PSG Sarvajana Higher Secondary School	State Board	2019	80.3
SSLC	N.G.Ramasamy Memorial Higher Secondary School	State Board	2017	90.2

Skills

- MS office
- HTML, CSS, JAVA SCRIPT
- ADVANCED EXCEL
- Tally

- Team worker

Internship

- On The Job training at ACCENT TECHNOSOFT GST Registration, MSME Registration, Trading in virtual sharemarket.

Projects

- Application project Online voting for college student election

HOBBIES

- Learning language
- Listening to music

Positions of Responsibility

- Leader for project
- NSS Co-ordinator

Achievements and Awards

- Completed 3 days workshop on Python for data automation and analysis
- I am participated in NSS activities during the acadamic year 2019-2022.
- lit magnifier - 20 e quiz
- National level e quiz on commerce

Experience

- Administrator August 2022 – September 2023
- Key Responsibilities**
- Accounting , attendance management , production management
And organizing employee engagement activities

Personal Information

Date of Birth : 24.02.2002
Father's Name : Moorthy L
Mother's Name : Rajamani M
Address : 30/25,Thiru.vi.ka nagar,
SIHS colony,Coimbatore-641014
Mobile No. : 6374619098
E – mail ID : archanamoorthy2402@gmail.com
Languages Known : Tamil, English

DECLARATION

I hereby declare that above mentioned information is true to the best of my knowledge.



SIGNATURE