



# **NIRMAAN ORGANIZATION**

## **YOUTH EMPLOYEMENT PROGRAM**

### **TASK MANAGEMENT SYSTEM**

NAME : HARITHA S

QUALIFICATION : MASTER OF ARTS IN ENGLISH

COLLEGE : BHARATHI WOMEN'S COLLEGE (A)

YEAR OF PASSEDOUT: 2023-2025

BATCH : ITES (BATCH -3)

EXPERIENCE : FRESHER

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## SELF INTRODUCTION

Good morning.

My name is HARITHA SEETHAPATHY.

I recently graduated with a Master of Arts in English from Bharathi Women's College.

I have done 15 days of internship in University of Madras Library where I have learned more about the team work and the admin process and also I have done my MA project based on Racism Cultural Identity in Chimamanda Ngozi Adichie's Americanah.

I have completed ITES course in Nirmaan organization where I gained a strong foundation in communication skills and I proficient in handling MS Office.

I am eager to learn and grow professionally and I'm excited to apply what I've learned in a real-world setting.

Outside of my academics, I enjoy cooking and drawing. I'm really looking forward to meeting new people, collaborating and learning from everyone here. I very glad for the opportunity to introduce myself and am excited about the potential to contribute to your organization.

## RESUME-A

### HARITHA SEETHAPATHY

✉ optimistharitha@gmail.com    📞 9384618288    📍 Chennai

#### Education

|  |                               |
|--|-------------------------------|
| <b>Master of Arts in English</b> , <i>Bharathi women's college (A)</i>                                       | 2023 – 2025<br>Chennai, India |
| <b>Bachelor of Education</b> , <i>Dr. Rajalakshmi College of Education</i>                                   | 2021 – 2023<br>Chennai        |
| <b>Bachelor of Arts in English</b> ,<br><i>Dharmamurthi Rao Bahadur Calavala Cunnan Chetty Hindu College</i> | 2018 – 2021<br>Chennai        |

#### Skills

##### Technical skills

Proficient in MS office  
DTP  
Typing writing

##### Soft skills

Communication  
Adaptability  
Team work

#### Languages

- Tamil, English

#### Certificates

##### Digital Education

I have completed Digital  
Education course in online for  
two weeks

##### Information Technology Enable Service

I have completed Information  
Technology Enable Service (ITES)  
in Nirmaan organisation

#### Internship

I have done 15 days of internship in University of Madras Library. Where I have learned more about the team work and the admin process

#### Projects

##### Racism and cultural identity in Chimamanda Ngozi Adichie's *Americanah*

My project is based on in-depth analysis of the themes of racism and cultural identity in Chimamanda Ngozi Adichie's *Americanah*, focusing on the protagonist Ifemelu's experience as the Nigerian immigrant in the United States.

## EMAIL (INTERNET CONCEPT)



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### Requesting for Meeting to Discuss Upcoming Project

1 message

**Haritha Seethapathy** <optimistharitha@gmail.com>

Thu, May 22, 2025 at 12:55 PM

To: karthik.p@nirmaan.org <karthik.p@nirmaan.org>

Cc: Angel Mano <angelmaannoo@gmail.com>

Bcc: shift1eng38220@gmail.com, ptimistharitha@gmail.com

Dear All,

Hi, I hope all are fine. This is to inform you to all that there is an upcoming project in our company. We are going to held a meeting for our upcoming project. So, we are requested our group members to attend the meeting and give your valuable points for our new project.

Thank you all.

Best Regards,

HARITHA.S, Nirmaan organisation.

## MS POWER POINT

### Email Supporter-Non voice

#### Email Supporter:

- An email support job involves providing customer service and support primarily through email communication. It involves managing and handling email communication within a company.
- It helps customers understand products, services, and processes by providing relevant information and documentation.

#### Email Supporter – Nonvoice process

- Email support is a written modes interaction without any direct voice-based mediums.
- **BENEFITS:**
- Cost-effectiveness
- Increased customer satisfaction
- Ability to handle multiple inquiries simultaneously.

#### ROLES:

- Providing customer service and support through email.
- Provide information about product or services.
- Responding to customer queries.
- Solving issues.

#### RESPONSIBILITIES:

- **Customer service:** Responding to customer inquiries, resolving issues, and providing product or service information.
- **Process improvement:** Identifying areas for improvement in email handling processes and implementing solutions.
- **Maintaining records:** keeping track of customer interactions and issue resolutions.
- **Collaborating with internal teams:** working with other departments to resolve complex issues.
- **Following up on unresolved cases:** Ensuring customer issues are resolved efficiently.
- **Adhering to timelines:** Responding to customers within set timeframes to ensure customer satisfaction.

- **Improving customer experience:** Striving to create positive and efficient interactions with customers

**SKILLS:**

- Excellent Communication Skills
- Problem-Solving Skills
- Technical Skills
- Attention to Detail
- Time Management

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## MS EXCEL

### SALARY SHEET

A Salary Sheet in Excel is a spreadsheet that provides a detailed breakdown of an employee's salary, including earnings, deductions, and the final net pay. It's a document used by employers to track and calculate salaries, often used by smaller businesses that don't use payroll software.

|          |              |            | SALARY SHEET IN EXCEL |              |        |               |
|----------|--------------|------------|-----------------------|--------------|--------|---------------|
| EMP NAME | BASIC SALARY | D.A<br>10% | H.R.A 15%             | GROSS SALARY | P.F 5% | NET<br>SALARY |
| HARITHA  | 20,000       | 2000       | 3000                  | 25,000       | 1000   | 24,000        |
| KARTHIKA | 20000        | 2000       | 3000                  | 25,000       | 1000   | 24,000        |
| SHALINI  | 20000        | 2000       | 3000                  | 25,000       | 1000   | 24,000        |
| NEAHA    | 20000        | 2000       | 3000                  | 25,000       | 1000   | 24,000        |
| PAVI     | 18000        | 1800       | 2700                  | 22,500       | 900    | 21,600        |
| KAVI     | 16000        | 1600       | 2400                  | 20,000       | 800    | 19,200        |

#### 1. Basic Salary

The **Basic Salary** is the core component of an employee's compensation. It is the fixed part of the salary before any allowances, bonuses, or deductions. Most benefits and salary-based calculations (like HRA, DA, PF) are based on this value.

#### 2. HRA % – House Rent Allowance Percentage

**House Rent Allowance (HRA)** is a salary component paid to employees to meet their rental housing costs. It is usually calculated as a percentage of the Basic Salary.

#### 3. DA % – Dearness Allowance Percentage

**Dearness Allowance (DA)** is paid to employees to offset the impact of inflation. It is common in public sector and government jobs, and is usually expressed as a percentage of the Basic Salary.

#### 4. Gross Salary

**Gross Salary** is the total salary earned by an employee before any deductions. It includes the **Basic Salary**, **Allowances** (like HRA and DA), **Bonuses**, **Overtime**, and any other earnings.

#### 5. PF (Provident Fund)

**Provident Fund (PF)** is a retirement benefit scheme where a fixed percentage of the Basic Salary is deducted and deposited into the employee's provident fund account.

**12% of Basic Salary** (contributed by both employee and employer, though only the employee portion is deducted from salary).

## **6. Net Salary**

**Net Salary** is the amount the employee actually receives **after deductions** like PF, tax, and other withholdings. Also known as "**Take-Home Pay**".

## STUDENT CALCULATION REPORT

A Student Calculation Report is a document or system that summarizes a student's performance, usually in a specific area like a course or subject, and provides details on their progress, achievement, and mastery of learning standards. It can include various calculations and data points, such as grades, scores, progress indicators, and insights into areas where the student needs improvement.

|                        | STUDENT<br>CALCULATION<br>REPORT |         |       |         |        |       |           |            |
|------------------------|----------------------------------|---------|-------|---------|--------|-------|-----------|------------|
| NAME OF THE<br>STUDENT | TAMIL                            | ENGLISH | MATHS | SCIENCE | SOCIAL | TOTAL | PASS/FAIL | PERCENTAGE |
| HARITHA                | 70                               | 80      | 80    | 88      | 90     | 408   | PASS      | 82%        |
| SRI                    | 55                               | 30      | 55    | 80      | 66     | 286   | FAIL      | 57%        |
| KARTHIKA               | 60                               | 40      | 66    | 50      | 66     | 282   | PASS      | 56%        |
| PREETHA                | 23                               | 66      | 40    | 88      | 88     | 305   | FAIL      | 61%        |
| HEMA                   | 55                               | 88      | 55    | 50      | 52     | 300   | PASS      | 60%        |
| VINO                   | 63                               | 60      | 30    | 20      | 62     | 235   | FAIL      | 47%        |
| MEGHA                  | 33                               | 55      | 66    | 60      | 33     | 247   | FAIL      | 49%        |
| SAI                    | 82                               | 60      | 90    | 46      | 44     | 322   | PASS      | 64%        |
| NIVI                   | 62                               | 55      | 66    | 33      | 82     | 298   | FAIL      | 60%        |
| JOE                    | 55                               | 22      | 16    | 99      | 33     | 225   | FAIL      | 45%        |

**For example:**

### 1. Total Marks

=SUM(B2:D2)

### 2. Average Marks

=AVERAGE(B2:D2)

### 3. Percentage

=E2/(3\*100)\*100

## V LOOK UP

VLOOKUP is a powerful Excel function used to lookup a value in a table and return a value from a different column in the same row. It's essentially a "vertical lookup" function because it searches through columns of data in a table.

| NAME OF THE STUDENT | TAMIL | ENGLISH | MATHS | SCIENCE | SOCIAL | TOTAL | PASS/FAIL | PERCENTAGE |
|---------------------|-------|---------|-------|---------|--------|-------|-----------|------------|
| HARITHA             | 70    | 80      | 80    | 88      | 90     | 408   | PASS      | 0.816      |
| SRI                 | 55    | 30      | 55    | 80      | 66     | 286   | FAIL      | 0.572      |
| KARTHIKA            | 60    | 40      | 66    | 50      | 66     | 282   | PASS      | 0.564      |
| PREETHA             | 23    | 66      | 40    | 88      | 88     | 305   | FAIL      | 0.61       |
| HEMA                | 55    | 88      | 55    | 50      | 52     | 300   | PASS      | 0.6        |
| VINO                | 63    | 60      | 30    | 20      | 62     | 235   | FAIL      | 0.47       |
| MEGHA               | 33    | 55      | 66    | 60      | 33     | 247   | FAIL      | 0.494      |
| SAI                 | 82    | 60      | 90    | 46      | 44     | 322   | PASS      | 0.644      |
| NIVI                | 62    | 55      | 66    | 33      | 82     | 298   | FAIL      | 0.596      |
| JOE                 | 55    | 22      | 16    | 99      | 33     | 225   | FAIL      | 0.45       |

**For example:**

VLOOKUP(lookup value, table array, col\_index\_num, [range lookup])

### X LOOK UP

XLOOKUP is a spread sheet function that looks up a value within a range and returns a corresponding value from another range. It's a more flexible and versatile alternative to VLOOKUP and HLOOKUP, as it can search both vertically (columns) and horizontally (rows). XLOOKUP can also return the closest match if an exact match is not found.

| NAME OF THE STUDENT | TAMIL | ENGLISH | MATHS | SCIENCE | SOCIAL | TOTAL | PASS/FAIL | PERCENTAGE |
|---------------------|-------|---------|-------|---------|--------|-------|-----------|------------|
| NIVI                | 62    | 55      | 66    | 33      | 82     | 298   | FAIL      | 0.596      |

**For example:**

XLOOKUP(lookup value, lookup array, return array, [if\_not\_found], [matchmade], [search mode])

## HLOOKUP

HLOOKUP, or Horizontal Lookup, is a function in Excel (and similar soft-ware like Google Sheets) that searches for a value in the first row of a table and returns a value from the same column, but in a specified row.

| H LOOKUP   |      |      |     |      |
|------------|------|------|-----|------|
| NO OF ITEM | CURD | RICE | OIL | MILK |
| SALES      | 10   | 25   | 35  | 25   |
| COST       | 39   | 65   | 150 | 110  |
| QUANTITY   | 40   | 26   | 20  | 8    |
| CAPACITY   | 0.5  | 26   | 10  | 1    |

|          | CURD | RICE | OIL | MILK |
|----------|------|------|-----|------|
| SALES    | 10   | 25   | 35  | 25   |
| COST     | 39   | 65   | 150 | 110  |
| QUANTITY | 40   | 26   | 20  | 8    |
| CAPACITY | 0.5  | 26   | 10  | 1    |

**For example:**

HLOOKUP(lookup value, table array, row\_index\_num, [range lookup])

## PIVOTE TABLE

### Table

A **table** is a structured range of data organized in rows and columns. It helps manage and analyse data efficiently.

#### Key Features:

- Maintains raw data.
- Each row is a record; each column is a field (e.g., Name, Age, Sales).
- Allows sorting, filtering, and formatting.
- Useful for entering and viewing detailed data.

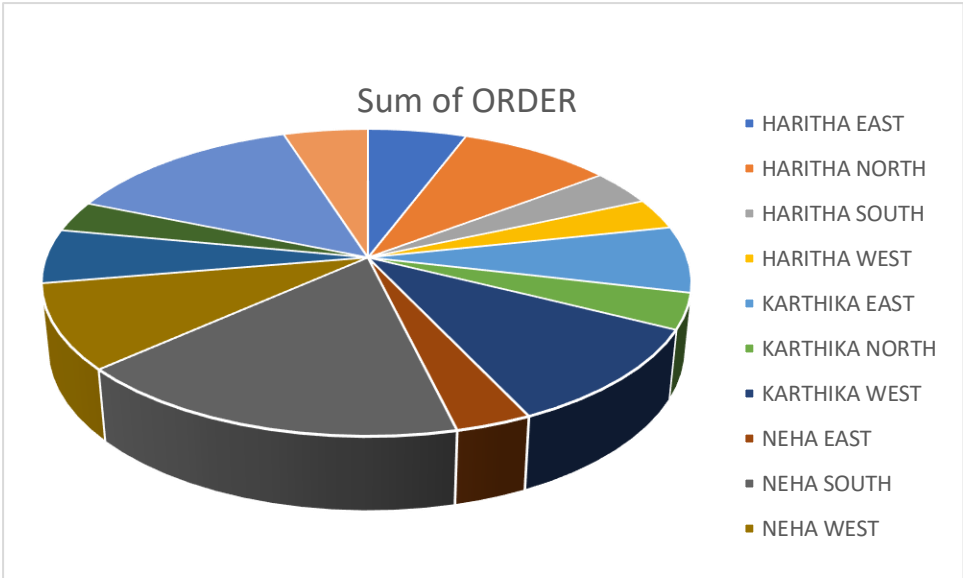
### Pivot Table

A **pivot table** is a powerful data analysis tool used to summarize, aggregate, and analyse large datasets from a table.

#### Key Features:

- Summarizes data (e.g., totals, averages, counts).
- Can group data dynamically by categories (e.g., by region, date, etc.).
- Supports drag-and-drop for reorganization.
- Great for discovering patterns or trends.

| Row Labels         | Sum of ORDER | Sum of TOTAL SALE |
|--------------------|--------------|-------------------|
| <b>HARITHA</b>     |              |                   |
| EAST               | 350          | 700               |
| NORTH              | 550          | 580               |
| SOUTH              | 230          | 150               |
| WEST               | 200          | 200               |
| <b>KARTHIKA</b>    |              |                   |
| EAST               | 430          | 900               |
| NORTH              | 230          | 150               |
| WEST               | 650          | 700               |
| <b>NEHA</b>        |              |                   |
| EAST               | 200          | 350               |
| SOUTH              | 1050         | 480               |
| WEST               | 550          | 530               |
| <b>SINDHU</b>      |              |                   |
| EAST               | 350          | 250               |
| NORTH              | 200          | 200               |
| SOUTH              | 850          | 900               |
| WEST               | 300          | 400               |
| <b>Grand Total</b> | <b>6140</b>  | <b>6490</b>       |





## EXCEL INTERVIEW QUESTIONS

### 1. What is Excel?

Excel is a spreadsheet software by Microsoft, used for data storage, analysis, and visualization.

### 2. How is Excel used in data analysis?

Excel helps organize, manipulate, and visualize data through functions, formulas, charts, and pivot tables.

### 3. What is a cell in Excel?

A cell is a single data point in Excel, located at the intersection of a row and column, used to store data.

### 4. What are Excel workbooks and worksheets?

A workbook is an Excel file containing multiple worksheets (individual sheets), where data is stored and analysed.

### 5. What is the purpose of formulas in Excel?

Formulas perform calculations or operations on data, such as addition, averaging, and logical tests.

### 6. How do you create a pivot table?

Go to Insert > PivotTable, select the data range, and choose where to place it.

### 7. What is the importance of a pivot table in data analysis?

Pivot tables summarize and aggregate large datasets, making it easier to derive insights.

### 8. Explain the difference between relative and absolute cell references.

Relative references adjust when copied (e.g., A1), while absolute references remain constant (e.g., \$A\$1).

### 9. What is conditional formatting?

Conditional formatting changes cell appearance based on criteria, helping highlight important trends or outliers.

**10. How does Excel handle missing data?**

Excel allows users to filter, replace, or ignore missing data points or use formulas like IFERROR to manage errors.

**11. What is VLOOKUP, and how is it used?**

VLOOKUP finds values in the first column of a range and returns data from another column in the same row.

**12. What does the IF function do?**

Performs conditional checks, returning one value if true and another if false, like =IF(A1>10, "Yes", "No").

**13. What does the NOW function do?**

Returns the current date and time, e.g., NOW().

**14. How do you use the INDEX function?**

Returns a value or reference from within a range, e.g., =INDEX(A1:B10, 2, 1).

**15. What is the purpose of the MATCH function?**

Finds the position of an item in a range, e.g., MATCH("Apple", A1:A10, 0).

**16. How does the SUMIF function work?**

Adds values that meet specified criteria, e.g., SUMIF(A1:A10, ">5").

**17. What is Goal Seek, and how is it used?**

Adjusts a cell's value to achieve a desired result, found under Data > What-If Analysis > Goal Seek.

**18. Explain the HLOOKUP function.**

Looks up values horizontally in the first row and returns data from other rows.

**19. How do you create a drop-down list in Excel?**

Use Data Validation to create a list of ...

**20. What is a lookup table in Excel?**

A reference table used with functions like VLOOKUP or HLOOKUP to find data based on a key.

**21. How do you protect a worksheet?**

Go to Review > Protect Sheet to restrict editing by setting a password.

**22. How is Excel used for trend analysis?**

Excel helps in plotting data over time with line charts or trendlines to observe patterns.

**23. What is the FIND function?**

Finds the position of a substring within a text string, e.g., FIND("a", A1).

**24. Explain how to group rows or columns in Excel.**

Select them, go to Data > Group to combine for easy expansion or collapsing

**25. What is the use of AutoSum?**

AutoSum quickly adds up selected cells or provides other quick calculations.

## COMMON INTERVIEW QUESTIONS

### Basic Personal Questions

#### 1. Tell me about yourself.

"I'm HARITHA SEETHA PATHY, a Master of Arts in English. I'm passionate about learning and growing in a professional environment. I come from a humble background, and I'm motivated to support my family and build a successful career. I'm a quick learner and open to new challenges."

#### 2. What are your strengths and weaknesses?

"One of my strengths is my dedication and willingness to learn quickly. I also work well in a team. As for a weakness, I used to be shy about public speaking, but I've been actively working on improving my confidence through practice."

#### 3. Where do you see yourself in 5 years?

"In five years, I see myself growing in this organization with a deeper understanding of the field, taking on more responsibilities, and possibly mentoring new team members."

#### 4. Why do you want this job?

"This job matches my educational background and my career interests. It's a great opportunity to start my career, gain experience, and contribute meaningfully."

#### 5. What do you know about our company?

"Your company is known for its commitment to quality and professionalism. I've heard positive things about your work environment and career development opportunities, and I'd love to be part of that."

### Educational Background

#### 6. Tell me about your educational qualifications.

"I've completed my Master of Arts in English. During my studies, I gained knowledge in communication skills that I believe are valuable for this role."

#### 7. Why did you choose this field/degree?

"I chose this field because it combines business and technology interested in. I wanted to explore career options in both sectors." two areas I'm very

**8. Which subject did you enjoy the most and why?**

"I enjoyed English literature because of the story line and to help my communication skills."

**Job Readiness/Skill-Based Questions**

**9. What skills do you bring to this role?**

"I bring strong communication, Computer literacy, and a positive attitude. I'm also good at managing time and eager to learn more on the job."

**10. Are you comfortable working under pressure or meeting deadlines?**

"Yes, I am. In fact, I believe that pressure can help bring out my best performance when managed properly."

**11. Have you done any internships, part-time jobs, or projects?**

"I haven't had formal internships, but I've taken part in college-level projects and group activities that taught me teamwork, coordination, and problem-solving."

**Behavioural Questions**

**12. Describe a time when you worked as part of a team.**

"In college, we worked on a group presentation. I helped in research and compiling data. We divided tasks, supported each other, and completed it on time. It taught me the value of teamwork."

**13. Tell me about a challenge you faced and how you overcame it.**

"During my final year, I struggled to balance studies and family responsibilities. I created a schedule and prioritized my tasks, which helped me manage both successfully."

**14. How do you handle feedback or criticism?**

"I take feedback positively and use it as an opportunity to improve. I always try to learn from others' suggestions."

**Availability and Expectations****15. Are you willing to relocate?**

"Yes, I am open to relocating if the opportunity helps me grow professionally."

**16. What is your expected salary?**

"I'm open to the company norms. I'm more focused on learning and gaining experience at this stage of my career."

**17. When can you join?**

"I'm available to join immediately / as per your requirement."