

PRIYANKA J

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CAREER OBJECTIVE :

Intend to build a career with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging & innovative environment.

EDUCATION:

- **2023: B. ED- CO-OPERATIVE COLLEGE OF EDUCATION (ENGLISH)**
- **2021: B.A- ACHARIYA ARTS AND SCIENCE COLLEGE (ENGLISH LITERATURE)**
- **2017: HSC- BALAJI HIGHER SECONDARY SCHOOL (PCMB)**
- **2015: SSLC- BALAJI HIGHER SECONDARY SCHOOL**

CERTIFICATIONS:

- **Basic Computer Science from MS Swaminan Research Foundation.**
- **Diploma in Desktop Publishing (DDTP)**
- **Type Writing (lower)**
- **Call Center Training (CCCT)**

SKILL SET:

- **Operating System : Windows XP, & Windows 10**
- **Packages : MS-Word, MS-Power point, & MS- Excel.**

INTERNSHIP:

- **Worked as an Intern (teacher trainee) and successfully completed the tenure of 90 days at Government higher secondary school, Karaikalampakkam.**
- **Completed Intern in Marketing and Operation management in a retail organization (Amohha Fashion Studio) for a tenure of 180 days.**

WORK EXPERIENCE:

- **KC Overseas Education – Worked in the role of Telecalling Executive for 3 months.**

PERSONAL SKILLS:

- Good communication skills.
- Quick learner and I always like to learn and implement new things.
- Possess Leadership Quality.
- Like to lead a group.
- Dedication towards work, self-motivator.
- Accountable for my roles & responsibilities.

PERSONAL DETAILS:

NAME : PRIYANKA J
FATHER'S NAME : JAYABALAN
DATE OF BIRTH : 27/03/2000
SEX : FEMALE
NATIONALITY : INDIAN
LANGUAGES KNOWN: ENGLISH, TAMIL

DECLARATION:

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

Place: Puducherry

Yours Faithfully,

(PRIYANKA J)