

# RAJALAKSHMI G

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Chennai, Tamil Nadu, India

## SUMMARY

Dedicated and detail-oriented professional with strong organizational and communication skills. Experienced in handling administrative responsibilities, team coordination, and customer service. Known for a proactive attitude, a strong work ethic, and the ability to adapt to various work environments. Seeking a dynamic role in a non-technical domain to contribute meaningfully to organizational success.

## SKILLS

- Adaptability
- Team Coordination
- Customer Relationship Management
- Event Management
- Time Management
- Communication & Interpersonal Skills
- Problem solving
- Team Work

## WORK EXPERIENCE

### Tech Mahindra

March 2025 – Present (8 months to Current)

- Handling customer queries and providing effective resolutions through calls and emails.
- Gained exposure to business process management and client handling in a professional setting.

## INTERNSHIP EXPERIENCE

### Intern - Fullstack Development

July 2024 - August 2024

- Gained hands-on experience in software development, debugging, and optimizing code.
- Collaborated with a team to enhance application features and improve performance.

### Intern - Python

Jan 2023 - Feb 2023

- Gained hands-on experience in Python programming with a focus on basic scripting and data handling.
- Supported a team in developing simple automation tools for data entry and report generation.
- Contributed to creating structured Excel reports from raw data using Python libraries like pandas

## EDUCATION

### B.E. Computer science and engineering

OCT 2021 - MAY 2025

Jayaraj Annapackiam Csi College of Engineering , Tuticorin  
Graduated with CGPA : 8.9

### HSC / 12TH

JUN 2020 - APR 2021

St John's Girl's Higher Secondary School , Tuticorin  
Graduated with 85%.

### SSLC / 10TH

JUN 2019 - APR 2020

St John's Girl's Higher Secondary School , Tuticorin , Tuticorin  
Graduated with 83%.

## LANGUAGES

- Tamil
- English

## ACHIEVEMENTS

- **TCS NQT SCORE** ; 76.66%
- **Cybertron'23** , St Mother Theresa college of engineering, Tuticorin Oct, 2022  
Participated in **Technical quiz** in national level symposium and won **Second prize** in the event.
- **Symposium Coordinator** – College Fest 2021  
Successfully organized and managed the annual departmental symposium, overseeing event planning, guest coordination, and logistics with a team of 15 students.