

**RAJENDRAN.M**

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**PHONE : 8682882360**



### **CAREER OBJECTIVE**

Seeking for a job to pursue a highly regarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.

### **EDUCATION DETAILS**

<b>Course</b>	<b>Institute</b>	<b>Year of passing</b>	<b>CGPA/ percentage</b>
<b>BSW (Bachelor of social work)</b>	<b>Madurai Institute of Social Sciences</b>	<b>2019</b>	<b>6.04</b>
<b>12<sup>th</sup> standard</b>	<b>Bharathidasan Corporation Higher Secondary School</b>	<b>2016</b>	<b>60</b>
<b>10<sup>th</sup> standard</b>	<b>Thiruvalluvar Mahal Corporation School</b>	<b>2013</b>	<b>64</b>

### **EXPERIENCE**

- Field work experience during my graduate

### **OTHER QUALIFICATION**

Business process management course at **Redington Foundation, Madurai.**

- Soft skill management
- Sales management
- Tally
- Communication English

**Technical skills**

- Basic system knowledge with TALLY GST, MS OFFICE.

**Personal skills**

- Soft skills management
- Verbal and written Communication skill
- Ability to Work Under Pressure
- Time Management
- Adaptability
- Teamwork
- Creativity

**Personal Qualities**

- Honest and punctual
- Dedication to work
- Adaptability to change
- Hardworking and teamwork

**Personal Details**

- **Date of birth** : 16/071999
- **Languages known** : Tamil and English
- **Address** : No 8, Loordhu Nagar,  
3rd Street, K.Pudhur,  
Madurai - 625 007.

**Declaration**

I hereby declare that all the information stated above is true to best of my knowledge and belief.  
I take the responsibility of any mistakes in data if occur in future.

**Date :**

**Yours Sincerely**

**Place : Madurai**

**Rajendran.M**