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| **Resume**  **R.PRAVEEN**  **Mobile no** : +917603806578  **Email ID**: praveendilsson2805@gmail.com   |  | | --- | | **Career Objective :** |   To build a platform for myself and to use business management skills and work towards achieving organizationa lgoals with a focus on effective leadership and teamwork to boost organizational efficiency.   |  | | --- | | **Educational Qualification :** |  |  |  |  | | --- | --- | --- | | **STANDARD /**  **DEGREE** | **NAME OF THE**  **INSTITUTE** | **YEAR OF**  **PASSING** | | ( **B.COM )** | Adhiparasakthi college of arts & science, g.b nagar kalavai,  **Tamil Nadu-632506** | **( 2019 - 2022 )** | | ( **XII** ) STD | Bharath matriculation higher secondary school, kosapet,  **Vellore-632001** | **( 2019 )** | | ( **X** ) STD | Bharath matriculation higher secondary school, kosapet,  **Vellore-632001** | **( 2017 )** |  |  | | --- | | **Achievements :** |  * Actively Participated with the team in dance conducted in our school and college.  |  | | --- | | **Technical Skills :** |  * Ms Office ( basic ) * Tally ERP9 ( basic ) * Type writing.  |  | | --- | | **Skills :** |  * Good Problem Solving skills. * Team work. * Positive Thinking. * Management Skills.  |  | | --- | | **Experience :** |  * Billing and Stock management. ( June 2022 - Aug 2023 )   ( ARS electronics ) Vellore.   |  |  |  |  | | --- | --- | --- | --- | | **Languages known :** | | | | | ✓ English | Read | Speak | Write | | ✓ Tamil | Read | Speak | Write |  |  | | --- | | **Certification :** |  * GOVERNMENT OF TAMILNADU skill development corporation council for vocational training in electronics & hardware/field technician computing and peripherals.   Period of training (08-NOV-2021 TO 09-FEB 2022).   |  | | --- | | **Declaration : Professional Competencies:** |   ✓ All the details furnished above are true and correct to the best of my knowledge.  **PLACE** : **Vellore**  **DATE :** |