

**JeyaGanesh. D**

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Middle Street V.P.Thalaiyouthu Elavelangal (Post) Tuticorin(Dist).

Tamil Nadu India.



To take up a challenging position in a dynamic organization where I can apply and enhance my personal and professional skills that would help to contribute my best to the organization I belong to.

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| --- | --- | --- | --- | --- |
| **COURSE** | **YEAR**  **OF**  **PASSING** | **INSTITUTION** | **UNIVERSITY/**  **BOARD** | **AGGREGATE** |
| B.E  (Computer  Science) | 2013 | Dr.Sivanthi Aditanar college of Engg.  Timchendur | ANNA UNIVERSITY | 63.2%\* |
| DCE | 2010 | Gomathi Ambal  Polytechnic College, Malayadikurichi. | DEPARTMENT OF TECHNICAL EDUCATION | 83.75% |
| HSC | 2008 | VPKBGovt Hr.Sec.School,  Kayathar | STATEBOARD | 59.3% |
| SSLC | 2006 | HinduNadar's Hr.Sec  School, Kadambur | STATEBOARD | 78.8% |

I Cpmputer Proficiency · •. 1

► Operating Systems : Windows Xp,Windows 7,Windows8 & WindowslO



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I have worked in Saudi Arabia as a post of **Ss;s;retary.** Alrumaih Furniture Manufacturing Sin e March 2015 to Mar 2017.

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**Duties:**

* Provide general secretarial / administrat ion support to senior managers &

Directors.

* Organizing external / internal meetings attending them and taking minutes.
* li aising with other staff regulatory authorities, suppliers and dients etc.
* Responsible for answering & screening telephone calls & face to face enquiri es.
* Making appointments and arranging travel and accommodation.
* Raising purchase orders, expense claims and arranging invoices.
* Carrying out routine administrative duties like photocopying and filing etc.
* Writing reporting and briefing papers and making presentations.
* Dealing with incoming emails, faxes and post.
* Producing board meeting papers, agendas, and facilities for meetings.
* Involved in recruitment, budgets & accounts, managing junior staff & HR issues.

# IPositive Attitudes · 1

## ► S e lf - Motivated and Passionatein Work.

► Ability to work in a team with high level involvement.

► Hard Worker

## ► Q uick Leamer.

I Extra Curricular Activities ]

► Actively involved in all cultural activities in School and college.

► Participated in intercollgee AthleteMeet.



!'Personal Details

**Communicational skills** : English(read. write , speak

Tamil (read , write, speak)

**Father's Name** : DuraiPandi.A

**Mother's Name Gender Nationality**

**Marital Status Mother Ton:ue Date of Birth Hobbies**

## : MuthuLakshmi.D

: Male

: Indian

: Single

: Tamil

: 10-06-1991

: Reading books, listening to Music,

IDeclaration

I hereby declare that all the details provided above are true to myknowledge andI promise that ifl am placed at your concern I will do my jobs tothe best satisfaction of my superiors.

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**Place:** Tirunelveli

**Date :** 11.11.2017

With Thanks and Best Regards,

JEYAGANESH.D

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