

EDUCATION

Bachelor of Commerce (B.Com), Corporate Secretaryship

GRD COLLEGE OF SCIENCE

2012 - 2015

CGPA: 6.00/10

Senior Secondary (XII)

Y.R.T.V Matriculation Higher Secondary School

(STATE board)

Year of completion: 2012

Secondary (X)

Y.R.T.V Matriculation Higher Secondary School

(MATRICULATION board)

Year of completion: 2010

WORK EXPERIENCE

Administration Manager

MEENA INDUSTRIES, Sivakasi

Job • Dec 2017 - Present (6 years 1 month)

- Scheduling daily meetings with dealers/vendors/suppliers.
- Attending all phone calls on behalf of the Proprietor.
- Cost control using Ms Excel spreadsheets and formulating production based on directions given by technical advisor.
- GST,ESI, work.

TRAININGS



Top performer (Internship & Job Preparation Training)

Verified and added by [Internshala Trainings](#)

Responsive Web Design Certification

FreeCodeCamp, Online

Apr 2023 - Sep 2023

Introduction To Front-End Development

META By Coursera, Online

Jul 2022 - Aug 2022

Link to verify certificate :

<https://coursera.org/share/fc45216ecd700704badee369c1b0dd99>

Responsive Website Basics: Code With HTML, CSS, And JavaScript

University Of London By Coursera, Online

May 2022 - Jun 2022

Link to verify Certificate :
<https://coursera.org/share/7565d5dff5ea75edf48c572732b73e87>

HTML And CSS (Advanced)

Code Damn, Online

Apr 2022 - Apr 2022

Built static web pages and learned about CSS layouts using latest technologies like flexbox and CSS grid.

<https://codedamn.com/certificate/verify/9218899f061529b74956014c079774baf2d1b3ac>

Internship & Job Preparation

Internshala Trainings, Online

Jan 2022 - Feb 2022

Successfully completed a 4 weeks online certified training on Internship & Job Preparation. The training consisted of Getting Started with the Job Hunt, Building up your Gears, Going at the Front, and The Final Project modules. I scored 95% in the final assessment and was a top performer in the training.

Web Development

Internshala Trainings, Online

Dec 2021 - Jan 2022

Successfully completed a 8 weeks online certified training on Web Development. The training consisted of HTML, CSS, Bootstrap, DBMS, PHP, JS, React, and Final Project modules. In the final assessment, I scored 41% marks.

PROJECTS

VS Code Clone

Jan 2023 - Jan 2023

<https://vscode-landing.onrender.com>

Created a cloned landing page of the famous code editor VS Code using HTML5 & Tailwind CSS

SKILLS

HTML

Advanced

JavaScript

Beginner

Bootstrap

Beginner

CSS

Intermediate

Tailwind CSS

Intermediate

Git

Beginner

WORK SAMPLES

GitHub profile

<https://github.com/arjunultra>

Other portfolio link

<https://portfolio-site.onrender.com/>