

CURRICULUM VITAE

G Arunkumar
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Career Objectives

I am seeking a job in Office Administration/Administration, where I can execute it with all the responsibilities to the very best of my ability with a desire to grow along with a progressive organization.

Work Experience

Organization : Sri Krishna Polytechnic College, Arakkonam
Designation : Lab Assistant
Duration : Jan- 2015 – Mar 2019

Organization : Kavanoor Primary Agricultural Credit Cooperative Society
Designation : CSC Operator (Part Time)
Duration : Feb 2015 – Sept 2019

Organization : Kendriya Vidyalaya No.1, Arakkonam
Designation : Computer Instructor
Duration : April- 2019 – Jan 2021

Organization : Spinsoft Learning Pvt Ltd
Designation : Intern- Full-Stack Developer
Duration : Jan- 2022 – April 2022

Key Skills and Competencies

- 👉 3+ years experience in Lab Assistant
- 👉 1.5+ years experience in Teaching.
- 3+ months experience in Intern in Software Company.
- 👉 Self-motivated with the ability to coordinate planning and managing daily office functions.
- 👉 Staff training with staff management skills and Typing and preparing the reports.
- 👉 Good Microsoft skills in MS Word, Excel and Power Point with keyboard skills.
- 👉 Willing to learn new functions and responsibilities.
- 👉 Can work well individually or as part of a team

Educational Profile

2018 – 2020 Master of Computer Application (69%)
University of Madras, Chennai-600005.

2014 – 2016 Bachelor of Computer Application (50%)
University of Madras, Chennai-600005.

2011 – 2014 Diploma in Computer Engineering (79.79%)
Sri Krishna Polytechnic College, Arakkonam, Ranipet – 631003

2010 – 2011 SSLC (68%)
Kalvaikottai Tutorial College, Arakkonam, Ranipet - 631003

Technical Experience

- ✓ Certification in Computer Application.
- ✓ Basic knowledge about DTP
- ✓ Good Typing Knowledge in Computer (English)

Personal profile

Father's Name	:	S Gnanaprakasam
Nationality	:	Indian
Date of Birth	:	08.06.1994
Sex	:	Male
Marital Status	:	Single
Physical Fitness	:	Orthopedically challenged
Known Languages	:	Tamil & English

Declaration

I assure that all the details furnished above are true to the best of my knowledge.

Date:

Place: Arakkonam

(G ARUNKUMAR)