

# **CURRICULUM VITAE**

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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

## **Key Skills and Competencies**

- 👍 3+ years experience in Lab Assistant
- 👍 1.5+ years experience in Teaching.
- 👍 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	Master of Computer Application (65%) University of Madras, Chennai-600005.
2014 – 2016	Bachelor of Computer Application (48%) 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)**