CURRICULUM VITAE

G Arunkumar No.63, Nerhuiji Nagar , 4th Street 3rd cross Arakkonam

Ranipet -631003

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# Career Objectives

I am seeking a job in Office Administration/Adminstration, 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)**