**RESUME**

**S.KRUTHIKA**

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**Visuvai South (P.O),**

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**Trichy (D.T).**

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| **OBJECTIVE** |

**To achieve the excellence in technological arena, by constantly taking up challenging assignments and continuously upgrades skills to keep pace with the rapidly changing environment.**

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| **SUMMARY OF QUALIFICATIONS** |

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| **COURSE** | **NAME OF THE INSTITUTION** | **YEAR OF PASSING** | **BOARD OF EDUCATION** | **PERCENTAGE SECURED** |
| **B.E (Electronics & communication Engineering)** | **Jayaram college of engineering and technology,**  **Trichy.** | **2010-2014** | **Anna University** | **77%** |
| **HSC** | **O.L.L Girls Higher Secondary School,**  **Kottapalayam.** | **2008-2010** | **State board of tamilnadu** | **79.6%** |
| **SSLC** | **O.L.L Girls Higher Secondary School,**  **Kottapalayam** | **2007-2008** | **State board of tamilnadu** | **93%** |

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| **RELEVANT ACCOMPLISHMENTS** |

**JUN,2018 Sales Co-ordinator – Carmel Agencies , Trichy**

* **Respond to complaints from customers and give after-sales support when requested**
* **Handle the processing of all orders with accuracy and timeliness**

**MAR,2017 Admin , SEO Analyst – Sha & Sons Company,Viswam Education ,Trichy**

* **Supervise administrative staff and divide responsibilities to ensure performance**
* **Manage phone calls and correspondence (e-mail, letters, packages etc.)**
* **Conduct keyword research using various tools (like Keyword Planner and Moz)**

**June,2015 Sales Co- ordinator – SPAC Company,Erode**

* **Coordinate sales team by managing schedules, filing important documents and communicating relevant information**
* **Inform clients of unforeseen delays or problems**

**April,2014 BPO (Voice Process) – First Source Company ,Chennai**

* **Managing incoming calls and customer service inquiries**
* **Build sustainable relationships and trust with customer accounts through open and interactive communication**

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| **KEY SKILLS** |

**TECHNICAL PROFILE**

* **Languages : C,C++**
* **Operating system : Windows XP**
* **Platform : Window OS,Linux**
* **Tools : FPGA:Xilinx.T ISE**

**FIELD OF INTEREST**

* **Digital Electronics**
* **VLSI**

**EXTRA CO-CURRICULAR ACTIVITIES**

* **Red Cross**
* **Nss**

**HOBBIES**

* **Dancing**
* **Planting trees**

**MINI PROJECT**

* **Infrared car parking guard**

**WORKSHOP**

* **Printed Circuit Board Design &Fabrication Process**
* **Android & its Applications**

**PAPER PRESENTATION**

* **Image Processing – PERIYAR MANIAMMAI UNIVERSITY**

**MAIN PROJECT**

* **AN EMBEDDED AUTOMATION FOR THE APPLICATION OF ELECTRIC COOLER VALVE IN TRANSFORMER**

**DECLARATION**

**I hereby declare that the above mentioned information is true to the best of my knowledge and belief.**

**Date: Yours faithfully,**

**Place:**  (**S.KRUTHIKA**).