

**Mr. R.ARAVINTHAN**

**Email id:** aravinthanmkp@gmail.com

**Phone no:** 7010341312



**Career objective:**

An enthusiastic and disciplined person looking for an Proof reading position where I can analyze and improve the quality and procedure for the betterment of the organization and also team management.

**Professional Qualifications:**

- Thorough understanding of the fundamental principles of business administration and their practical usage.
- Uncommon command over spoken and written English
- Very strong in handling the MS office tools
- I handling acrobat professional 8

**HOBBIES :**

- Playing cricket
- Working my garden
- Travel

**Academic Education:**

- I am working Cameo Corporate Services Limited (E-publishing)
- I have completed my PG Degree MBA (HR & MARKETING) in Karpagam Academy of Higher Education (Deemed to be University).
- I have completed my UG Degree B.A(ENGLISH) at A.P.A.College Of Arts And Culture with 65%.
- I have done my schooling's at Renuga Devi Higher Secondary School, with 12<sup>th</sup> 66%.
- I have done my schooling's at C G M Higher Secondary School, with 10<sup>th</sup> 80%.

**Computer Skills:**

- Ms. word
- Ms. Office
- Adobe Acrobat Professional 8

**Achievements:**

- Participating “Trade Expo” Karpagam Academy of Higher Education
- Co-ordinator on Pranaya function for the total Karpagam Academy of Higher Education .
- Participating Outbound training at Kothagiri.
- Participating “workshop” at PSG Institute of Management
- Participating Management & Cultural Event at Bishop Appasamy College Of Arts and Science.
- Attending “Adzap” event at Sree Saraswathi Thyagaraja College.

**Personal Information:**

**Name** : R.Aravinthan  
**Father’s Name** :R.Rajendran  
**D.O.B** :20.10.1996  
**Gender** : Male  
**Permanent Address** : 3/44 west street,  
: Melkarai patty.  
: Palani 624617.

**Language known** : English ,Tamil

**Experience** :1yr 6 month(Cameo Corporate Services Limited)  
**Position** :junior associate(Quality control)

**Declaration:**

I here by declare that the informed you that all the statement made above are to the best of my knowledge and belief.

Date :

Your’s faithfully

Place: Coimbatore

(R. Aravinthan)