# Dhinakaran A

Mobile: +91 6379186437

Email: ajdhina0312@gmail.com

## Objective

A motivated and detail-oriented graduate seeking a data entry or back-office role in the BPO industry. Strong typing skills, accuracy, and ability to work in night shifts. Eager to contribute to team goals and maintain high-quality work standards in non-voice processes.

## Education

B.E. in Information Technology
Annamalai University - CGPA: 8.28 (2019 - 2023)

HSC - Computer Science
Atchaya Mandir Hr. Sec. School - 76% (2018 - 2019)

SSLC
Atchaya Mandir Hr. Sec. School - 84% (2016 - 2017)

## Key Skills

- Typing Speed: 40+ WPM
- MS Office (Excel, Word, PowerPoint)
- Attention to Detail
- Non-Voice Process
- Time Management
- Team Collaboration
- Willing to Work in Night Shift

## Certifications

- MS Excel & Office Tools - Self Trained
- Accenture Virtual Program - Introduction to Business Processes

## Languages

- English (Fluent)
- Tamil (Fluent)

## Interpersonal Skills

- Fast Learner
- Team Player
- Good Communication
- Accuracy & Focus

## Hobbies

- Typing Practice
- Exploring New Tools
- Playing Cricket
- Listening to music