**Dhinakaran A**

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# 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 Languages

* MS Excel & Office Tools - Self Trained - English (Fluent)
* Accenture Virtual Program - Introduction to Business Processes - Tamil (Fluent)

# Interpersonal Skills Hobbies

* Fast Learner - Typing Practice
* Team Player - Exploring New Tools
* Good Communication - Playing Cricket
* Accuracy & Focus - Listening to music