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| SeLVAMEENA R | Porur, Chennai, Tamil Nadu  +91 9345656697  selvameena.0405@gmail.com |

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|  | PROFILE SUMMARY |

A dynamic professional with3+ Experience in Quality Controller in the Manufacturing Firm, Content Writer for the software& Hardware products and Web developer in the IT Industry

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|  | Education |

## Bachelor in Electronics and Communication| C.S.I. Institute of technology- Anna University

### 2006 – 2010

Completed the bachelor’s degree with the 77%

## Higher secondary | P.A.C.R. Ammani ammal girl’s higher secondary school

### 2004 – 2006

Completed the Higher secondary education with the 82%

## SSLC | Committee Nadar High school

### 2003– 2004

Completed the SSLC education with the 95%

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|  | Experience |

## Content Writer | Scope e-Knowledge Pvt Ltd

### 02.02.2018 – 30.06.2018

Writing the abstract of IEEE papers, Software Product user Manuals for Chinese products

Preparation of help files and user manuals for the Hardware and Software products

## Web Developer | Soft Max solutions

### 04.12.2017– 31.01.2018

Developing the project concepts along with the team

Creation of the design requirements

Develop and Maintain the optimal workflow

## Quality Controller| Precision CNC Pvt Ltd

### 07.03.2016 – 27.11.2017

Preparation of Inspection plan to meet the quality Standards and Inspect the products accordingly

Monitoring of Production parameters to ensure the conformance of Standard operating procedure

Test report preparation, Non- Conformity report preparation and Improvement plan

## Quality Controller | General Surgical Pvt Ltd

### 01.07.2010 – 30.10.2011

Work allocation to the team and Preparation of Quality check sheets in the Production line

Testing of assembly line equipment’s and check list audit

Monitoring of records, Analyze the production related quality issues and Improvement

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|  | Skills |

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| * Programming Languages – C, C++ * Web Technologies – HTML | * Microsoft office – Excel, PPT & Word * TQM, TPM concepts |

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|  | Activities |

Use this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more.

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| Address Book with solid fill | PERSONAL DETAILS |

Date of Birth : 07.03.1988

Gender : Female

Marital Status : Married

Language : Tamil and English

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| Clipboard Badge with solid fill | DECLARATION |

Iherebydeclarethatalltheabovedetailsfurnishedbyme, istrue to thebestof My knowledge andbelief.

Place:

Date: