RESUME

**AARTHI H. No.26/12,Dhanashekaran cross street**

[**aarthi.hariharan4@gmail.com**](mailto:aarthi.hariharan4@gmail.com) **West Mambalam,**

**Ph: 9840057540 Chennai 600 033.**

**CAREER OBJECTIVE:**

To become a significant contributor in an esteemed organization that provides challenging environment where one could hone one’s skills and worth for the upliftment of the organization and to help myself grow professionally, technically and to become an effective team player.

**EDUCATIONAL QUALIFICATION:**

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| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | UNIVERSITY/BOARD | **YEAR OF PASSING** | PERCENTAGE |
| B.Tech  (BIOTECHNOLOGY) | SASTRA UNIVERSITY  THANJAVUR | SASTRA UNIVERSITY | 2005-2009 | CGPA: 7.9  (upto 8th sem) |
| Std 12th | VIDYODAYA MATRICULATION HIGHER SECONDARY ACADEMY , CHENNAI | TAMIL NADU  STATE BOARD | 2005 | 90.5 |
| Std 10th | VIDYODAYA MATRICULATION HIGHER SECONDARY ACADEMY , CHENNAI | TAMIL NADU MATRICULATION (SSLC) | 2003 | 87.4 |

**COMPUTER KNOWLEDGE:**

* Basics of C & C++
* Basics of AUTOCAD.
* MS SQL 2005,ASP.NET,VB.NET
* MS Office Suite.

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**Work Experience:**

• Worked AS TECHNICAL SUPPORT OFFICER IN HCL BSERV for DURATION:1 year in voice process- networking and troubleshooting internet issues.

* Currently Working as PMO (Operations Management Group) for the past 3 years and 4 months(Since Oct 2010).

* Project Management Operations
* Conduct overall project planning, designing, reporting, establishing standards for the through the project lifecycle.
* Understand client requirements and analyze it set goals for the project
* To manage the operation of the projects from conception, ensuring clear areas of responsibilities are defined and areas of dependency are monitored and delivered upon.
* To manage external stakeholder relationships to ensure appropriate communication, and workflows to and from such stakeholders
* Be responsible for the creation of necessary project management documentation for the project as a whole

**ADDITIONAL INFORMATION/ VALUE ADDED COURSE:**

* Passed in standard of **Hindi** prescribed in the equivalent examination **B.A.,**
* Attended the Certificate course in **‘Technical Communication skills’** organized by the **School of Humanities and Sciences,** SASTRA University.
* Attended the Certificate course in **‘Basics of Immunology and Clinical Biochemistry’** organized by the **School of Chemical and Biotechnology,** SASTRA University.

**PERSONAL PROFILE:**

Father’s Name : Mr. S. Hariharan

Father’s Occupation: Assistant Manager, Sales, Fedders Lloyd Corporation limited, Chennai.

Mother’s Name: Mrs. H. Lalitha

Mother’s Occupation: Computer Assistant in a Private concern, Chennai.

Date of Birth: 27.07.1987

Nationality: Indian

Languages known: Tamil, English, Hindi, French.

Hobbies: Singing, Reading Magazines.

**REFERENCES:**

1. **Dr. Kumaresan B.Tech., M.E., Ph.d., FIE.,**

**P**rofessor, SCBT/ SASTRA University,

[kumariisc@yahoo.co.in](mailto:kumariisc@yahoo.co.in)

9442474535.

1. **Mr. M.J.Rajesh M.Tech., (Ph.d.,) MISTE., MBRSI.,**

Lecturer, SCBT/SASTRA University,

[mjrbiotech@yahoo.co.in](mailto:mjrbiotech@yahoo.co.in)

9944930559.

I, **AARTHI H.** do hereby confirm that the information given above is true to the best of my knowledge.