**Reethika Jairaj**



**Chennai | +91 9886145065 |** [**shikkarose@gmail.com**](mailto:shikkarose@gmail.com)



**Professional Experience**

**I have worked as Technical Support Executive for Kaspersky Antivirus Solutions for more than 2.7 yrs then worked as Audit Executive Automotive pvt ltd for 8 months.**

**EXPERIENCE DETAILS: (starting from the current employer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Organization** | **Designation** | **Joining Date** | **Relieving Date** |
| 1 | Automotive pvt Ltd | Audit executive | May 2010 | March 2011 |
| 2 | Zoom Technologies Pvt Ltd | Desktop and Networking solutions for Kaspersky solutions | May 2007 | April 2010 |

**Education: **

* Completed Bachelor of Technology (Mechanical) from SHCST College of Engineering (Jan 2006) affiliated to JNTU Hyderabad
* Completed Intermediate from Ratna junior college in the year 2001
* Secondary School of Education from Keyes High School in the year 1999

**Technical Skills:**

**Languages :** C ,C++,SQL Server2005,C#

**Design Packages** : AutoCAD (2D &3D),Pro E,Ansys,Catia from ECC, Hyderabad

**Windows Level:** Windows 98,XP,2003 server,2007,

**Networking :** MCSE Concepts,Networking and Admin

**Experience**

**Organisation : Zoom Technologies Pvt Ltd (May 2007-March2010)**

**Designation: Technical Support Executive for 2.7 years**

**Client :Kaspersky Antivirus Solutions**

***Role and Responsibilities****:*

* Desktop troubleshooting and Antivirus issues
* Handling Team for technical calls with Russian clients
* Monitoring Server Admin Control and ibm server

**Organization : Automotive Pvt Ltd(May 2010-March2011)**

***Role and Responsibilities****:*

* Worked as Service Audit Executive dealing with Auditing tools
* Account Handling paying E-seva Purchase bills for Volkswagen Cars
* Responsible for business Planning Department ,Handling Sales Reports to Manager
* Updating sales Agents Salaries and Report

**Personal Details**

Name : Reethika Jairaj

Gender : female

Nationality : Indian

Languages Known :English,Hindi,Tamil & Telugu

**Declaration:**

I hereby declare that the above written are true to the best of my knowledge and belief.

Place: Chennai

Dt: 08/05/2023