

Indumathi M

PROFESSIONAL SUMMARY

Aspiring IT professional with a keen interest in launching a career in Python programming. Proficient in the fundamentals of Python and enthusiastic about applying this knowledge to real-world IT challenges. Eager to learn and adapt, with a strong commitment to honing skills in software development, scripting, and problem-solving. Adept at collaborating with teams and open to mentorship while contributing a fresh perspective and a strong willingness to grow. Seeking opportunities to contribute to innovative projects and gain practical experience in the dynamic realm of IT.

WORK HISTORY

Process Executive | Personiv

Coimbatore | January 2015 - December 2018

- During my tenure, I served as a Process Executive, focusing on auditing and maintaining crucial customer-related business details and facilitating their publication. This role provided me with a solid foundation in meticulous data management, attention to detail, and the importance of accuracy in maintaining vital information.
- One of my key responsibilities was to ensure the integrity of customer data by conducting thorough audits and reconciliations. This task required a keen eye for detail and a systematic approach to identify any discrepancies or inconsistencies in the data. Through this experience, I developed a strong sense of data hygiene and the significance of accurate records, which I believe is essential in programming and software development.
- Throughout my time at **Personiv**, I developed a strong work ethic, a dedication to accuracy, and a passion for problem-solving.
- These qualities, combined with my foundational knowledge of Python programming, have motivated me to transition into the IT field.
- I collaborated closely with cross-functional teams to gather and analyze data requirements. This experience honed my ability to effectively communicate and collaborate with colleagues from diverse backgrounds, a skill that I recognize as invaluable in a collaborative IT environment.

CONTACT

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Sivanandhapuram,
Coimbatore, 641035

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EDUCATION

Bachelor of Engineering (ECE) | July 2012-May 2015 |
Christian College of Engineering
and Technology |
Oddanchatram

Higher Secondary | 2012 -
Our Lady of Lourdes girl's higher
secondary school | Dindigul

SKILLS

Data Management
Process Improvement
Analytical Thinking
Software Proficiency
Adaptability
Problem-Solving

ACCOMPLISHMENTS

1. I honoured with the 'Rewards & Recognition for my work progress
2. I received the Shout Out from the Client for best performance for the year of 2017.

- Furthermore, my role involved the publication of customer-related business details. This required a methodical approach to presenting information, ensuring clarity and accessibility for stakeholders.
- This experience highlighted the importance of effective communication and user-friendly interfaces, skills that are directly applicable to creating user-friendly software and applications
- I am excited to leverage my experience in data management, attention to detail, and collaborative teamwork in a new capacity where I can apply these skills to software development, scripting, and other IT-related tasks

TECHNICAL SKILLS

Platforms: Windows7, XP, 11, Web Clients

Packages: MS Office, MS Excel **Languages:** HTML, CSS Python

LANGUAGES

- TAMIL – Read, Write, Speak
- English – Read, Write, Speak
- Hindi – Read, Speak

