

## **CURRICULUM VITAE**

**B.DEVARAJ**

**ADDRESS-**

141/128 Sachidanandam Street

Kosapet Chennai 600012

**Phone:** +9841167167

**E-Mail:** deva0007@hotmail.com

---

**Career Objective:**

An enthusiastic & hard working individual, with good time management skills, quick learner and willingness to overcome challenges at work.

Seeking a position that offers professional growth and where I can utilize my knowledge, abilities and personal skills, while being resourceful, innovative and flexible

**Educational qualifications:**

High School                      ELM. Fabricius Hr. Secondary School chennai.                      2002

**Work Experience**

*Blue dart courier in delivery two years*

Standard Chartered Global Business Services Chennai                      **ADMINISTRATIVE ASSISTANT**

**From      03/09/2012 to 30/08/2018**

**Other Skills:**

EXCEL

BILL process

vc connecting

**Strengths:**

- A Quick Learner and a Team worker.
- Willing to work hard and also to find smart solutions.
- Commitment to deliver quality work.
- Friendly and polite attitude

**Personal Skills:**

- Positive Attitude
- Self Confidence
- Self Motivated & Driven

**Hobbies:**

- Cricket
- internet browsing

**Personal profile**

- |                    |   |                |
|--------------------|---|----------------|
| 1. Name            | : | B.Devaraj      |
| 2. Date of Birth   | : | 22/03/1985     |
| 3. Gender          | : | Male           |
| 4. Marital Status  | : | Married        |
| 5. Languages Known | : | English, Tamil |
| 6. Nationality     | : | Indian         |

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Chennai

B.Devaraj