

A.V. DIVYA BHARATHI



No. 565, Bajanai Koil St.,
Venkatesapuram, Arakkonam-631002



divyabharathibsc28@gmail.com



8248481292
7530090246

SKILLS

- Typing Proficiency in English
- Data Entry

COMPUTER PROFICIENCY

Operating System : Windows

Application software : MS Office

LANGUAGES

Tamil
English

FIELD OF INTERESTS

- HR Recruiter / Executive
- Fundamentals of systems.



PERSONAL INFORMATION

Father's Name : P. Venkatesan

Date of Birth : February 28, 1997

Gender : Female

Marital Status : Unmarried



OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



PERSONAL QUALITIES

- Excellent in written and verbal communication skills.
- Ability to work independently or as part of a team.
- Highly organized and efficient.
- Leadership skills and ability to motivate.



WORK EXPERIENCE

August – October 2021

Kanchipuram

Data Entry Operator

CEAT TYRES

- Uploads and enters large amounts of data from hard copies to MS Excel Spreadsheets.
- Maintains records of 99% accuracy in orders.
- Compiles data for internal reports for manager.



EDUCATION

Masters, Business Administration, June 2021

(Dual Specialization – Human Resources & Systems)

Sri Chandrasekarendra Saraswathi Viswa Maha Vidyalyaya,
Kanchipuram.

G.P.A – 68%

Bachelor, Computer Science, May 2017

Sri Sankara Arts And Science College,
Kanchipuram.

G.P.A – 75%

H.S.C , May 2014

C.S.I Central Higher Secondary School,
Arakkonam.

G.P.A – 61%

S.S.L.C , May 2012

Mary's Vision Matric Higher Secondary School,
Arakkonam.

G.P.A – 61%



DECLARATION

I hereby declare that the above information is true to my knowledge and belief.

PLACE : Arakkonam

(A.V. DIVYA BHARATHI)