

KEERTHANA

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SUMMARY

- Enthusiastic, highly motivated management graduate with proven leadership capabilities, who like to take initiative & seek out new challenges.



WORK EXPERIENCE

Assistant Manager (23-2-2021 to 28-1-23) Axis Bank Limited, Kallakurichi.

- Managing Branch operations and day to day activities like cheque clearing, NEFT, RTGS Processing.
- Responsible for all administrative work including maintaining stock in the branch.
- Responsible for delivering best customer service.
- Coordinating with customer and clients for better service.
- Responsible for explaining various products like loan, insurance, deposits to the customer.

MIS Executive (23-3-2023 – Present)

Vital Industries Private Limited – M.G.Muthu Group

- Analysis raw data and form a MIS reports.
- Coordinating with different team and analyzing the issues and make daily reports.
- Coordinating with the team in software issues.
- Software handled – FMS [Fleet Management System], Rankkly, Tata Business Services, Tally.



EDUCATION

- Management of Business & Administration [HR& Marketing] in Mailam Engineering College [2018-2020]
- Bachelor of Engineering [Electronics & Communication] in Mailam Engineering College [2013-2017]
- Higher Secondary in E.S.Matric Hr Sec School [2013]
- SSLC in E.S.Matric Hr Sec School [2011]



PROJECTS UNDERTAKEN

- Title : A Study on the impact of Workplace Environment on Employees Performance

- Underwent Training in “ Rajshree Sugars & Chemicals limited.
- Title :GRfid based Gesture recognition system.

Outcome : Our project is all about an RFID tags are attached to human fingers and each finger sign represents a need by the patients in the hospital. This is most useful for the Patients who cannot talk and ask for their needs in the hospital.

- Title : Cell Phone Detector
Output : The device detects the activated mobile by the detection of its signals using Schottky diode.



SEMINARS & WORKSHOPS

- Attended National Level Workshop at TACW, Villupuram.
- Attended National Level Seminar on the topic Gender Stereotyping in Occupational choice and its adverse impact on Women at TACW, Villupuram.
- Was a part of Workshop on the topic Medical Image Reconstruction & An Introduction to Intellectual Property Rights at University College of Engineering, Villupuram.
- Was a part of Workshop based on Android at Code Bind Technologies, Chennai.

COMPUTING SKILLS

- C, C++
- MATLAB
- MS Office tools.

EXTRA & CO-CURRICULAR ACTIVITIES

- Presented a paper on the topic D-RIN conducted in University College of Engineering at Villupuram.
- Presented a paper on the topic MISSION TO MARS a discussion event held at MIT Pondicherry.
- Visit to Aavin, Thiruvanamallai.
- Visit to IIFPT, Tanjore.
- Visit to Bharat Sanchar Nigam Limited, Chennai.
- Visit to All India Radio, Trichy.
- Attended Inplant training at Code Bind Technologies, Chennai.
- Attended Training at Hello FM, Pondicherry.
- Participated in Project expo held at UCE, Villupuram.
- Won 3rd price in Quiz competition held at UCE, Villupuram.

- Participated in National Level Science Project on 2012.

PERSONAL COMPETANCY

- Efficient Team Builder and Leader.
- Strong Presentation, Communication & interpersonal skills.
- Ability to work with wide variety of people.

PERSONAL DETAILS

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| • Name | Keerthana Arumugam |
| • DOB | 02-09-1995 |
| • Marital Status | Single |
| • Nationality | Indian |
| • Languages proficiency | Tamil, English (Read, Write Speak) |

Place: Chennai

Date: 12-7-2023

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