

RESHMA KATHIRVEL

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Driven and dynamic professional with a foundational experience as an Intern at Web Development, adept in spreadsheet tracking and fostering teamwork and collaboration. Demonstrates a proven track record of rapidly acquiring new skills and applying problem-solving techniques. Excels in leveraging Microsoft Office Suite to enhance operational efficiency, embodying a blend of technical proficiency and interpersonal effectiveness.

Skills

- Spreadsheet tracking
- Meeting Coordination
- Clerical Support
- Mail distribution
- Presentations
- Teamwork and Collaboration
- [ENGLISH] Fluency
- Problem-Solving
- Microsoft Office Suite
- Fast Learner

Professional Experience

Intern

*Web Development, Coimbatore, India
(Remote)*

July 2023-August 2023

Education

Bachelor of Engineering in Computer Science Expected in July 2025
CGPA-7.5
KGISL INSTITUTE OF TECHNOLOGY, Coimbatore, India

Certification

[FRONTEND DEVELOPMENT] Training-COURSERA