

SAKTHIMOHAN R

Address: 2/48 F.5 Melachathiram, Paramakudi 623707

Phone: +91-8248973249

Email: sakthi1996sm@gmail.com

LinkedIn: <https://www.linkedin.com/in/sakthimohan-r>

PROFESSIONAL SUMMARY

Results-driven Administrative Assistant with a proven track record in administrative support and data management. Gained practical experience as a Data Analyst Intern at Senchola IT Services, conducting data cleaning, validation, and analysis. Previously excelled as a Data Entry Clerk at Codeshell Technologies and Data Entry Specialist at Sonai Meenal Arts and Science College, demonstrating high accuracy, efficiency, and the ability to meet tight deadlines. Proficient in ensuring data integrity and delivering high-quality results in fast-paced environments.

SKILLS

- Time Management
- Teamwork
- Problem Solving
- Communication
- Adaptability
- Data analysis

EDUCATION

<u>Qualification</u>	<u>Institute</u>	<u>Year of Passing</u>
SSLC	Ayira Vaisiya Higher Sec School	2011
Higher Secondary	Ayira Vaisiya Higher Sec School	2013
B.Sc (Computer Science)	Alagappa University	2017
Diploma in Co-Operative Management	Ramanathapuram ICM	2025

WORK HISTORY

Data Analyst Intern

Senchola IT Services and IT Consulting

07/2023 to 10/2023

- Conducted data cleaning and validation of spreadsheets, ensuring a robust data management platform.
- Monitored and controlled data uploads, ensuring successful import and high-quality data.
- Performed routine tasks under supervision, following established procedures and guidelines.
- Identified trends and patterns in complex data sets through analysis and visualization.

Data Entry Clerk

Codeshell Technologies

02/2020 to 01/2023

- Completed data entry tasks with high accuracy and efficiency.

- Organized, sorted, and verified input data against original documents.
- Maintained an organized filing process and communicated with supervisors to resolve

Data Entry Specialist

Sonai Meenal Arts and Science College

05/2016 to 11/2019

- Experienced data entry specialist with a meticulous eye for detail and proficiency in accurate data input.
- Demonstrated ability to meet tight deadlines and maintain data integrity.
- Proven track record of delivering high-quality results in fast-paced environments.

CERTIFICATIONS

- Excel - Microsoft Excel 2019, Udemy, Online, 2019
- Crash Course on Python, Google, Coursera, Online, 2023
- Everyday Excel, Part 1, Part 2 University of Colorado Boulder, Coursera, 2023
- Database Structures and Management with MySQL, Meta, Coursera, 2023

TECHNICAL EXPOSURE

- MS OFFICE (Word, Excel, Powerpoint)
- HTML
- PYTHON
- MySQL
- TYPING 45 WPM (English, Tamil)

PERSONAL DETAILS

Father Name	:	Ravichandran K
Mother Name	:	Amutha R
Marital Status	:	Single
Gender	:	Male
Nationality	:	Indian
Address	:	2/48 F.5 Melachathiram, Paramakudi - 623707 Tamil,
Language Known	:	English
Date of Birth	:	17.02.1996

DECLARATION

I do hear by declare that the details furnished above are true to the best of my knowledge and belief.



சான்றிதழ் வ. எண் / CERTIFICATE NO. SEC

அரசுத் தேவூகள் நூலா, சென்னை - 600 006.
DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI - 600 006.

8968406

இடைநிலைப் பள்ளி இறுதி வகுப்புச் சான்றிதழ் SECONDARY SCHOOL LEAVING CERTIFICATE

பத்தாம் வகுப்பு / X STANDARD

தமிழ்நாடு அரசின் அதிகாரத்திற்கு உட்பட்டு வழங்கப்படுகிறது
ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF TAMIL NADU

தேர்வர் SAKTHIMOHAN R

MAR 2011

இல்

இடைநிலைப் பள்ளி இறுதி வகுப்புப் பொதுத் தேர்வெழுதி கீழ்க்காணும் மதிப்பெண்களைப் பெற்றுள்ளார் என்று சான்றளிக்கப்படுகிறது.

Certified that the above mentioned candidate appeared for the SSLC Public Examination and obtained the following marks :

பாடம் SUBJECT	பெறும் அளவு மதிப்பெண்கள் MAX. MARKS	பெற்ற மதிப்பெண்கள் MARKS OBTAINED
TAMIL தமிழ்	100	073 ZERO SEVEN THREE
ஆங்கிலம் ENGLISH	100	075 ZERO SEVEN FIVE
கணிதம் MATHEMATICS	100	066 ZERO SIX SIX
அறிவியல் SCIENCE	100	066 ZERO SIX SIX
சமூக அறிவியல் SOCIAL SCIENCE	100	051 ZERO FIVE ONE
மொத்தம் TOTAL	500	331 THREE THREE ONE

பிறந்த நாள் / DATE OF BIRTH 17. 02. 96	பதிவெண் / REGISTER NO. 1095789	ம.அ.ப.குறியீட்டெண் & நாள் / TMR CODE NO. & DATE G186304 27. 05. 2011
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பயிற்று மொழி / MEDIUM OF INSTRUCTION

TAMIL

பள்ளியின் பெயர் / NAME OF THE SCHOOL

A V HSS PARAMAKUDI

இடைநிலைப் பள்ளி இறுதி வகுப்புப் பொதுத் தேர்வில் தேர்ச்சி பெற ஒவ்வொரு பாடத்திலும், 100க்குக் குறும் அளவு முப்பத்தெந்து மதிப்பெண்கள் பெறுதல் வேண்டும். இது பகுதி முறையில் தேர்வெழுதித் தேர்ச்சி பெறுவதற்கும் பொருந்தும்.

A PASS IN THE SSLC EXAMINATION REQUIRES A MINIMUM OF THIRTY FIVE PERCENT OF MARKS IN EACH SUBJECT. THIS INCLUDES PASSING UNDER THE COMPARTMENTAL SYSTEM ALSO.

R. Sakthimohan

தேர்வரின் ஒப்பு
Candidate's Signature

செயலாளர்

மாநிலப் பள்ளித் தேவூகள் குழுமம் (இடைநிலை), தமிழ்நாடு
SECRETARY

STATE BOARD OF SCHOOL EXAMINATIONS (SEC.), TAMILNADU



சான்றிதழ் வினாக்கள்
Certificate Sl. No. HSG

7562104



அரசுத் தேர்வுகள் துறை, சென்னை - 600006
DEPARTMENT OF GOVERNMENT EXAMINATIONS, CHENNAI - 600006

மேல்நிலைப் பள்ளிக் கல்விச் சான்றிதழ்

HIGHER SECONDARY COURSE CERTIFICATE

பொதுக்கல்வி / GENERAL EDUCATION

தமிழ்நாடு அரசின் அதிகாரத்திற்கு உட்பட்டு வழங்கப்படுகிறது
ISSUED UNDER THE AUTHORITY OF THE GOVERNMENT OF TAMILNADU



தேர்வர் SAKTHIMOHAN R

பள்ளிக் கல்விப் பொதுத் தேர்வெழுதிக் கீழ்க்காணும் மதிப்பெண்களைப் பெற்றுள்ளார் என்று
சான்றிதழ்க்கப்படுகிறது.

Certified that the above mentioned candidate appeared for the Higher Secondary Public Examination
and obtained the following marks :

MAR. 2013

பாடம் SUBJECT	கருத்தியல் THEORY 150	செய்யுறை PRAC. 50	பெற்ற மதிப்பெண்கள் 200க்கு MARKS OBTAINED FOR 200		
TAMIL			125	ONE TWO FIVE	(P)
ENGLISH			135	ONE THREE FIVE	(P)
PHYSICS	054	049	103	ONE ZERO THREE	(P)
CHEMISTRY	049	050	099	ZERO NINE NINE	(P)
COMPUTER SCIENCE	076	050	126	ONE TWO SIX	(P)
MATHEMATICS			070	ZERO SEVEN ZERO	(P)

மொத்த மதிப்பெண்கள்
TOTAL MARKS

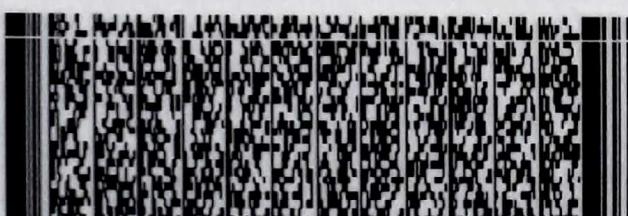
0658 ZERO SIX FIVE EIGHT

(PASS)

இறந்த தேதி / DATE OF BIRTH	பதிவெண் / REGISTER NO.	ம.அப்.குறியீட்டெண் & நாள் / TMR CODE NO. & DATE
17.02.96	087628	G167566 09.05.2013
பயிற்று மொழி / MEDIUM OF INSTRUCTION		பாடத்தொகுப்பு எண் / GROUP CODE
TAMIL		102

பள்ளியின் பெயர் / NAME OF THE SCHOOL

A V HSS PARAMAKUDI



R-Sakthimohan
பிள்ளை பெயர்
CANDIDATE'S SIGNATURE

செயலாளர்
மாநில பள்ளித் தேர்வுகள் முழும் (மேஸ்டிக்) தமிழ்நாடு
SECRETARY

STATE BOARD OF SCHOOL EXAMINATIONS(HR SEC), TAMILNADU



ALAGAPPA UNIVERSITY

(Re-accredited with "A" Grade by NAAC)

KARAIKUDI - 630 003.



314674

PROVISIONAL CERTIFICATE

REGISTER NO.

0613128136

DATE :

27/01/2017

This is to certify that

SAKTHIMOHAN R

has qualified for the Degree of

BACHELOR OF SCIENCE

He / She having passed

PART-I ARABIC

in FIRST Class

PART-II - ENGLISH

in Class

PART-III

major in SECOND Class

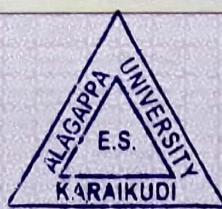
COMPUTER SCIENCE

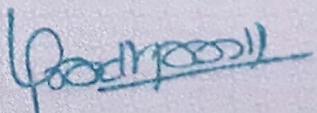
FIRST

at the Examination held in

NOVEMBER-2016


- Deputy Controller




Dr. H. GURUMALLESH PRABU
Controller of Examinations



அழகப்பா பல்கலைக்கழகம்
Alagappa University
(Re-Accredited with 'A' Grade by NAAC)

Reg. No. 0613128136

அறிவியற்புலம்

FACULTY OF SCIENCE

அழகப்பா பல்கலைக்கழக ஆட்சிக்குழு

சக்திமோகன் ர்

என்பவருக்கு

கணினி அறிவியலில் அறிவியல் இளையர்

என்ற பட்டத்தை

அதற்குரிய தேவைகளை நிறைவு செய்தமையால்

முதல் வகுப்பில் நவம்பர் 2016 இல் அளிக்கிறது,

பல்கலைக்கழக முத்திரை பெறுகிறது,

The Syndicate of the Alagappa University

hereby confers the degree of

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

on

SAKTHIMOHAN R

with **FIRST CLASS** in **NOVEMBER 2016** for having
fulfilled the requirements for the degree.

Given under the seal of the University



Note: Alagappa University is Accredited with A+ Grade by NAAC
[CGPA 3.64] in the Third Cycle w.e.f. May 02, 2017

Karaikudi
Date: 20 Dec. 2017

பதிவாளி
Registrar

துணைவேந்தர்
Vice - Chancellor

Sl.No. 0113871



அலாப்பா பிரதேசாநாக்கழகம்
Alagappa University

READ BY :

EXAMINED BY :

Padmapali
CONTROLLER OF EXAMINATIONS



भारत गणराज्य / REPUBLIC OF INDIA

टाईप / Type कोड / Code

P IND

उपनाम / Surname

RAVICHANDRAN

राष्ट्रियता / Nationality

भारतीय / INDIAN

पासपोर्ट नं. / Passport No.

Y5700190



दिया गया नाम / Given Name(s)

SAKTHIMOHAN

लिंग / Sex

M

जन्मतिथि / Date of Birth

17/02/1996

जन्म स्थान / Place of Birth

PARAMAKUDI, TAMIL NADU

जारी करने का स्थान / Place of Issue

MADURAI

समाप्ति की तिथि / Date of Expiry

12/06/2033

R. Sakthimohan

L

जारी करने की तिथि / Date of Issue

13/06/2023

P<INDRAVICHANDRAN<<SAKTHIMOHAN<<<<<<<<<

Y5700190<4IND9602175M33061271065455098523<32

पिता / कानूनी अधिभावक का नाम / Name of Father / Legal Guardian

RAVICHANDRAN

माता का नाम / Name of Mother

AMUTHA

पति या पत्नी का नाम / Name of Spouse

पता / Address

NO 40/2/48/F5, MELACHATHIRAM

PARAMAKUDI TK, RAMANATHAPURAM

PIN:623707, TAMIL NADU, INDIA

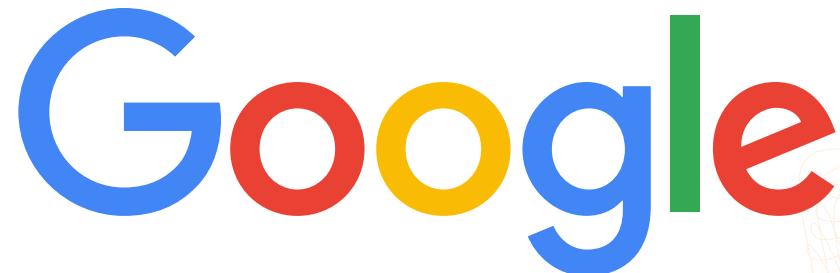
पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

MD1065455098523



Y5700190



Jun 23, 2023

SAKTHIMOHAN R

has successfully completed

Crash Course on Python

an online non-credit course authorized by Google and offered through Coursera

Google

Google

COURSE CERTIFICATE



Verify at:
<https://coursera.org/verify/FSNGAP4N42Z>

Coursera has confirmed the identity of this individual and their participation in the course.



University of Colorado Boulder

Sep 10, 2023

SAKTHIMOHAN R

has successfully completed

Everyday Excel, Part 2

an online non-credit course authorized by University of Colorado Boulder and offered through Coursera

A handwritten signature in black ink that reads "Charlie Nuttelman".

Charlie Nuttelman
Senior Instructor
Chemical and Biological Engineering
University of Colorado Boulder

COURSE
CERTIFICATE



Verify at:
<https://coursera.org/verify/CER3JU8JY8MR>

Coursera has confirmed the identity of this individual and their participation in the course.



University of Colorado Boulder

Jul 8, 2023

SAKTHIMOHAN R

has successfully completed

Everyday Excel, Part 1

an online non-credit course authorized by University of Colorado Boulder and offered through Coursera

A handwritten signature in black ink that reads "Charlie Nuttelman".

Charlie Nuttelman
Senior Instructor
Chemical and Biological Engineering
University of Colorado Boulder

COURSE
CERTIFICATE



Verify at:
<https://coursera.org/verify/27K7GT243G9W>

Coursera has confirmed the identity of this individual and their participation in the course.



Oct 19, 2023

SAKTHIMOHAN R

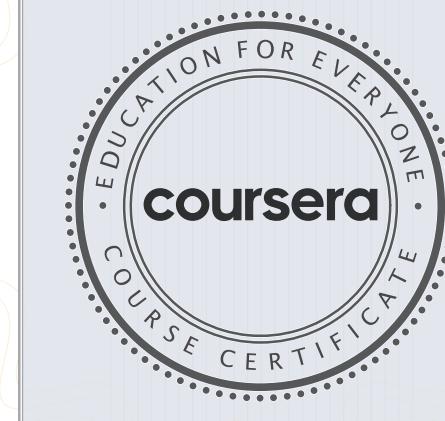
has successfully completed

Database Structures and Management with MySQL

an online non-credit course authorized by Meta and offered through Coursera



COURSE
CERTIFICATE



Verify at:
<https://coursera.org/verify/M2VDZDZ9HJDJ>

Coursera has confirmed the identity of this individual and their participation in the course.



Jun 2, 2021

SAKTHIMOHAN R

has successfully completed

Introduction to Business Analysis Using Spreadsheets: Basics

an online non-credit project authorized by Coursera Project Network and offered through
Coursera

Omnya Khaled

Omnya Khaled
Subject Matter Expert
Coursera Project Network

PROJECT CERTIFICATE



Verify at:
<https://coursera.org/verify/QXF4YZH6MSB>

Coursera has confirmed the identity of this individual and their
participation in the project.

Certificate of Completion

*This is to certify that **Sakthimohan R** successfully completed 5.5 total hours of **Excel - Microsoft Excel Beginner to Advanced [2021]** online course on May 24, 2021*

Tamas Benko

Tamas Benko, Instructor



Certificate no: UC-4c49506c-a8d4-408b-82aa-5809e54c2a88
Certificate url: ude.my/UC-4c49506c-a8d4-408b-82aa-5809e54c2a88
Version 3

#BeAble



Jun 6, 2023

SAKTHIMOHAN R

has successfully completed

Introduction to Data Analysis using Microsoft Excel

an online non-credit project authorized by Coursera Project Network and offered through Coursera

Paula Del Rey

Paula Del Rey
Subject Matter Expert
Freedom Learning Group

PROJECT CERTIFICATE



Verify at:
<https://coursera.org/verify/YDS2M2LY4X3K>

Coursera has confirmed the identity of this individual and their participation in the project.