RESUME

***DEGREE* : *Bachelor of Commerce***

# BRANCH : Information And System Management



***PERSONAL DETAILS***

**NAME : R. ELUMALAI.**

**CONTACT DETAILS :** 28/29, RMK NAGAR, New Perungalathur,Chennai-600048.

**PHONE NO : 7358330158**

**EMAIL ID :** [Jillamalaimalai@gmail.com](mailto:Jillamalaimalai@gmail.com).

**LANGUAGES :** English , Tamil .

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| **DATE OF BIRTH** | **:** 01-07-1999 | | ***AGE:*** 22 ***SEX* :** Male |
| **FATHER'S NAME** | **:** Mr. N Rajendran. | | |
| **MOTHER TONGUE** | : Tamil | . |  |
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***ACADEMIC RECORD***

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| **Course** | **Institution** | **Board/ University** | **Year of** | | |  | **Marks %** |  |
|  | **Completion** |  | **/ CGPA** | | |
| S.S.L.C | Sakthi. Matriculation. Higher Secondary. School,  Kaniyamoor. | Tamil Nadu Board  Tamil Nadu Board  Madras University | 2014 | | | 63 | | |
| H.S. S | Model Higher. Secondary School,  Periyasiruvathur. | 2016 | | | 50 | | |
| B. Com (Information  And System Management) | TMG College of Arts & Science. Manimangalam, Chennai-601301 | 2019 | | | 55 | | |

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| ***COMPUTER PROFICIENCY:*** | | |
| **Languages** | **:** | Basic Knowledge of C Program. |
| **Packages** | **:** | Basic Knowledge of MS Excel . |
| **Platforms Used** | **:** | Windows8, Windows 10. |
| ***CAREER OBJECTIVE:*** | |  |

Looking for a long-term full-time job where I can apply my extensive skills and knowledge to the position for which I am hired.

***WORK EXPERIENCE*:**

* I have **15** Months Work experience in **BPO Non-Voice process.**

Field Worked onsmart audit project.

# FIELD OF INTEREST:

* Exposure to know Data Entry.
* System work and Small business.

# PARTICIPANT EVENTS:

* Secured Runner of **District level matches** in **Karate.**
* Eagerly Participated Cultural events during college annual day function.
* Eagerly Participated in **NSS** special camp.

# SELF-STRENGTH:

* Always carries a positive attitude .
* Self-motivated person.
* Hard work to achieve a good position.
* Confidence.

# HOBBIES:

* Learning new things.
* Listening to music.
* Playing outdoor games.

I, R. Elumalai, do hereby confirm that the information given above is true to the best of my knowledge.

SIGNATURE:

(R. ELUMALAI )