JEEVA V

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📍 **7, GANDHI NAGAR SIRUVACHUR POST , ATTUR TK , SALEM - 636112**

SKILLS

- **MS-Word , MS-Excel, MS- Access**
- **MS-Powerpoint , MS-Outlook**
- **Jewel Appraisal & ITS Techniques**
- **Quick Leaner**
- **Problem-Solving**
- **Computer Literacy**
- **Project Management**
- **Strong Communication**

EDUCATION

B SC MATHEMATICS

SRI RAMAKRISHNA MISSION VIDYALA ARTS AND SCIENCE COIMBATORE

2016 - 2019

DIPLOMA IN COOPERATIVE MANAGEMENT

NACHIAPPA INSTITUE

2012 - 2022

PROFILE

I am an Experienced Professional in office administration, skilled in Data Entry, and Passionate Quick Learner What Motivates you in Your Career

EXPERIENCE

JEWEL APPRAISAL & ITS TECHNIQUES

COOPERATIVE BANK   2022 - 2023

- A jewel appraiser is a professional who assesses the value of precious stones and metals, such as diamonds, rubies, emeralds, and gold, typically for insurance purposes or to determine fair market value. Their expertise lies in evaluating various factors that contribute to a gemstone's value, such as its cut, color, clarity, and carat weight. They also consider the craftsmanship of the setting and the overall condition of the piece.
- Experience in this field often involves extensive training in gemology, which is the study of gemstones, as well as practical experience in appraising a wide range of jewelry items. An experienced appraiser can quickly identify the characteristics of a gemstone and determine its worth based on market trends, historical data, and their professional judgment.

OFFICE ADMISTRATION

THYROCARE LAB   2023 - 2024

- Office Administration: This involves managing various administrative tasks within an office environment. These tasks include scheduling meetings, answering phone calls, organizing files, handling correspondence, and ensuring the office operates efficiently. Office administrators often serve as the first point of contact for clients and visitors. They must be organized, have excellent communication skills, and be proficient in using office software such as word processing, spreadsheet, and presentation software.

DATA ENTRY

THYROCARE LAB   2023 - 2024

- Data Entry: This job involves entering, updating, and maintaining data in computer systems and databases. Data entry workers often work with spreadsheets or database software to input data accurately and quickly. This job requires a high level of attention to detail, as errors can lead to significant problems. Speed and accuracy are both critical for data entry roles.