

**SURIYA ELANGO M**

5/367, Mandhiri Gounder St.,  
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**SUMMARY**

Efficient office administrator with over 5 years of experience, specializing in clerical operations, scheduling, and inventory management. Successfully streamlined office operations, leading to increase in efficiency. Proven track record in maintaining smooth office functions and enhancing client relations.

**WORK EXPERIENCE****Office Assistant to Gold Loan Appraiser**

June 2019 - August 2022

- **Documentation:** Managed and organized loan-related documents.
- **KYC Verification:** Conducted Know Your Customer (KYC) verification processes.
- **Client Management:** Assisted clients with inquiries and loan processing.

**Warehouse Clerk in Textile Manufacturing Sector**

September 2022 - July 2024

- **Organizing and Storing Products:** Maintain accurate inventory records.
- **Inventory Management:** Keep track of inventory levels and update records.
- **Maintaining Equipment:** Inspect and maintain equipment like raw materials and finished goods.

**CERTIFICATIONS**

- **Python Programming and Data Exploration in Python:** Certification in Data Analysis from the National Institute of Information Technology(NIIT).
- **Data Analysis and Visualization in Excel and Power BI:** Certification in Data Analysis from the National Institute of Information Technology(NIIT).
- **Object Oriented Programming in C++:** Certification in Data Analysis from the National Institute of Information Technology(NIIT).

**COMPUTING SKILLS**

- Microsoft Office
- Data Entry
- Python
- HTML
- CSS
- JavaScript
- SQL

## STRENGTHS

- Time management
- Prudent in negotiating and networking
- Relationship building and management

## EDUCATIONAL BACKGROUND

Course	Institution	University/Board	Year of Passing	%/CGPA
<b>B.Sc. (Mathematics)</b>	Sri Vidya Mandir Arts & Science College, Uthangarai.	Periyar University, Salem	2019	<b>7.5 CGPA</b>
<b>HSC (General Studies)</b>	St. Lucy's Matric Higher Secondary School, Palacode.	State Board	2016	<b>56.8%</b>
<b>SSLC</b>	St. Lucy's Matric Higher Secondary School, Palacode.	State Board	2014	<b>91.0%</b>

## LINGUISTICS

- English
- Tamil

## PERSONAL DETAILS

- **Father's Name:** V. Manimaran
- **Mother's Name:** M. Kannagi
- **Date of Birth:** February 22, 1999
- **Marital Status:** Unmarried
- **Sex:** Male

## DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief.

Suriya Elango M  
India, 2024.