



**KALAIMATHI.A**

**TELEPHONE**

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**E-MAIL**

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**CARRIER OBJECTIVE:**

Seeking suitable position in a well-established organisation, where my talent, professional knowledge, personal skills and abilities will be utilized and improved to contribute towards the growth and development of the organisation with latest trends and technologies.

**WORK EXPERIENCE:**

April 2016 – Mar 2018 - Worked as teacher (Hindi,French).

April 2016- April 2017-Bright Academy,Karaikal.

November 2017 – March 2018 – Adarsh concept school,Karaikal.

August 2018 – present – Content writer, Green World Group, Karaikal

**ACADEMIC QUALIFICATION:**

2018- Present

M.B.A (H.R) – Annamalai University (Distance Education)

2017-Present

B.A(Public Administration) – Annamalai University (Distance Education)

2011 - 2015

Bachelor of Technology (B.Tech)- [Computer Science & Engineering]

Perunthalaivar Kamarajar Institute of Engineering and Technology(PKIET),Karaikal.

University: Pondicherry University

Aggregate:CGPA: 6.5

2010-2011

HSC-Nirmala Ranee Girls Higher Secondary School.

Board: Stateboard

Percentage: 68%

2009-2010

SSLC -Nirmala Ranee Girls Higher Secondary School.

Percentage:84%

**SKILLS:**

- ❖ Experience in desktop PC/laptop hardware installation, network and printer setup and troubleshooting
- ❖ Familiar with Microsoft Windows installation, configuration and troubleshooting.
- ❖ Highly responsible, able to work independently and communicate effectively with business end users
- ❖ Strong analytical and problems solving skills.
- ❖ IT Skills: Windows, MS Office (Access, Excel, Word, Power Point, Photo shop) Internet.
- ❖ Languages: C, C++, JAVA, HTML.

**EXTRA CURRICULAR:**

- ❖ Hobbies: Photography, Reading, Gardening, Art and craft.
- ❖ Karate I DAN black belt.
- ❖ Got “Yuva kala bharathi” award for Karate.
  
- ❖ A2 DELF (French).
- ❖ Diploma in yoga.
- ❖ B.A (Hindi) Praveen uttrardh.
- ❖ P.G diploma in translation (Hindi).
- ❖ Type writing lower (Hindi).
- ❖ Type writing lower (English)

**PERSONAL PROFILE:**

Date of Birth: 06.04.1994

Sex: Female

Marital Status: Single

Nationality: Indian

Languages known: Tamil – Read, Write, Speak.

English - Read, Write, Speak.

French- Read, Write, Speak.

Hindi - Read, Write.

Father's Name: Anbalagan.S

Mother's Name: Sivagamy sundari.T

I hereby declare that the above furnished details are true to the best of my knowledge.

Kalaimathi.A