## POST APPLIED FOR “ADMIN STAFF” / “FRONT OFFICE STAFF” / OR “COMPUTER TEACHER”

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# T. MURALI, D.C.T., D.A.H.T

11/B, Rafi Nagar,

(Near Lakshmi Nagar)

Melakasakudy Road,

Keezhakasakudy-609 609

U.T.of Puducherry

[tmurali4872@gmail.com](mailto:tmurali4872@gmail.com)

# PERSONAL INFORMATION

Born on : August 24th ,1979 in Karaikal.

Citizenship : Indian,

Marital status : Married, with 2 Kids

To secure a challenging position where I can effectively contribute my skills as System Administration (Office), and possessing competent Technical Skills.

|  |  |  |  |
| --- | --- | --- | --- |
| Discipline/  Specialization | School/college | Board/  University | Year of Passing |
| D.C.T | Karaikal Polytechnic College  Thenoor, Thirunallar | State Board | 1999 |
| D.A.H.T  (System H/W) | Challenge Computers,  Karaikal | - | 2003 |
| S.S.L.C | Govt.Higher Secondary School, Kovilpathu, Karaikal | State Board | 1995 |

**EDUCATIONAL QUALIFICATION:**

**COMPUTER PROFICIENCY:**

**Editor :** MS-Word, MS-Excel, MS-PowerPoint.

**Operating System :** Win XP / 7 /8 /8.1/10

**System Hardware\* : \*And also I have known to Desktop Service / Laptop**

**Service** **(SYSTEM SERVICE ENGINEER)\* ,**

**I can Maintain the Computer Lab in our**

**ENPEE INTL SCHOOL....ETC...**

**PERSONAL SKILLS:**

* Positive approach,
* Flexible to work,
* Team Player.

**AREA OF INTEREST**

* Outsourcing & Mail support
* Import & Export Documentation

**EMPLOYMENT - PAST:**

Concern : Block Development Office, Karaikal

Position Being Held : Data Entry Operator (9 year Experience) (Contract Job)

Period : From Feb, 2009 to Till date

**JOB RESPONSIBILITIES:**

* Preparing of e-Muster Roll.
* Making of attendance to beneficiaries.
* Making on-line payment to beneficiaries.
* Etc.,

**PERSONAL DETAILS:**

Father’s Name : Mr. Thiagarajan

Date of birth : 24th August 1979

Nationality : Indian.

Religion : Hindu.

Language known : Tamil & English

Mobile No : 97893 49877, 80159 25907

Mail Id: : [tmurali4872@gmail.com](mailto:tmurali4872@gmail.com)

**DECLARATION:**

I hereby declare that all the above statements are made in the application are true and correct to the best of my knowledge.

 Yours Faithfully,

**Place :** Karaikal

**Date :** 07.03.2019 [T. MURALI]