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#### **OBJECTIVE:**

To start my career by joining a highly professional organization and grab good career advancement through large efforts and innovative work techniques.

## **EDUCATIONAL PROFILE:**

* **Master in Business Administration – Human Resource**

Board of Study : Anna University

Institution : Madras Institute of Technology, Chennai.

Year : 2013-2015

* **Master of Science - Computer Technology (5 years)**

Board of Study : Anna University

Institution : St.Joseph’s College of Engineering, Chennai.

Year : 2007-2012

* **H.S.C**

Board of Study : Tamil Nadu State Board

Institution : N.S.N Matriculation Higher Secondary School, Chennai.

Year : 2007

* **S.S.L.C**

Board of Study : Matriculation Board

Institution : N.S.N Matriculation Higher Secondary School, Chennai.

Year : 2005

# **FINAL YEAR Project – M.Sc:**

**Title :** “Network Profiler and Reporting Tool”

**Platform :** Windows 2000/XP

* **Description:** This project is mainly designed a search engine for the purpose of transmitting data from source to destination using the concept of Windmill. It was used for fetching the data from the windmill in every clock second and recording them in the database using the wireless technology.

**Language used:** Java and Flux.

**FINAL YEAR Project – M.B.A:**

**Title :** “Job Satisfaction of teachers”

* **Description:** This project is mainly done to recognize the mind status, interaction among other employees, and the satisfaction of the teachers working within the organization.

## **COMPUTER SKILLS:**

* **Operating system :** Windows XP, Linux (Basic).
* **Packages :** Oracle (Fundamentals), SQL, MS Office, Adobe

Photoshop CS5.

* **Languages Known :** C, Object oriented concepts in C++, basic of JAVA.

## **AREA OF INTEREST:**

* Administration and Teaching.
* Secretarial Duties.

**ASSETS:**

* Quick learning curve and able to work hard.
* Highly motivated to work as a team.
* Positive thinking and Honesty.
* Administrating the entire organization.
* Resolving and managing queries to closure.

**ACHIEVEMENTS:**

* Represented the District Level Shuttle Badminton [School Level].
* Zone Level winners in Shuttle Badminton [School Level].
* Srimathi Sundaravalli Memorial interschool competition runners in Shuttle Badminton.
* Certificate Course in Java.

**HOBBIES:**

* Reading Books and Listening to music.
* Playing Shuttle Badminton.
* Travelling.

**WORK EXPERIENCE:**

* **Years of Experience:** 2 years and 7 months in Administration.

**Responsibilities as Administrator:**

* Provide exceptional administrative support to peers and senior management. Success streamlining office processes to increase efficiency and improve service.
* Involved in the complete maintenance of administration register and student applications.
* Responsible for the preparation and issuance of Transfer certificate for the students.
* Involved in the preparing and issuing bonafide certificate for the students.
* Maintenance of the railway concession forms and related documents.
* Solely responsible for the typing of examination question papers(all subjects including French) (Fluent in typing both English and Maths)
* Entrusted to manage office in the supervisor’s absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
* Maintained good relationship with the peers in the organisation.
* Generating monthly reports, expense statement and salary statements for staff.
* Maintaining the Staff and student registers.

**PERSONAL PROFILE:**

Data of birth : 11-08-1990.

Sex : Female.

Languages Known : English, Hindi and Tamil.

Nationality : Indian.

Community : Anglo- Indian.

Mother Tongue : English.



**Gulfjobseeker.com CV No:** **1490712**