**CURRICULUM VITAE**

**First Name of Application CV No 1661274**

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**Objective**

Though myself is now being undergone IT subject from bachelor degree, I will adopt and full pledged to any kind of work and also sincere to the task allotted to me.

**Educational Qualification**

M.Sc., (IT & M) Graduate, From Madurai Kamarajar University, Madurai. TamilNadu.

**Personal Skills**

* Good communication skill
* Good analytical skill
* Good documentation skill
* Good coordination between all departments
* Ability to communicate from entry level to Higher level
* Ability to Lead a team

**Skill Sets**

**Computer Knowledge**

* Operating Systems:
* Windows (98/2000/NT/XP)
* Package:
* MS-OFFICE
* Course:
* DTA (Diploma in Technical Animation)

**Past Experience**

* I had an experience as part time Data Entry operator in **UMS** BPO in my final year study course.

* I had an experience as Executive Processor/E-Publishing for the one and half year @ Virudhunager **BEE HIVE IT SOLUTIONS** and Coimbatore **BINARY SOLUTIONS**.

* I had an experience as **Document Specialist** for one and half year in **Merrill Technology Services India Limited, IT (US Based) Multi National Company at Coimbatore Tidel Park.**

**Learning**

Knowing more short-cut keys. Knowing perfect Quality Checking in the E-Publishing.

**Personal Details**

Date of Birth : 12th May 1990

Gender : Female

Languages Known : Tamil & English

Marital Status : Married