**CURRICULAM VITAE**

**OBJECTIVE:**

To become a successful professional in a competitive and co-operative environment that will enable me to use my strong organizational skills, educational background and communicational skills for the improvement of the institution.

**SKILLS:**

* Good Analytical and Technical Skills.
* Configuration of system settings, Backup and Restore.
* Administrating Windows XP Professional
* Creating Domains/creating Users and Groups.
* Troubleshooting Windows Operating System

**ACADEMIC PROFILE:**

* **B.I.S.M (Information System Management) – From 2010-2013**

**The New College, Chennai, TamilNadu.**

* **HSC (XII Standard) From 2007-2008**

**National Higher Secondary School, Nagapattinam, TamilNadu.**

* **SSLC(X Standard) From 2005-2006**

**National Higher Secondary School, Nagapattinam, TamilNadu.**

**TECHNICAL SKILLS:**

**Operating Systems**  : Windows98 - Windows 7

**Languages** : SQL

**Office Suit** : Microsoft Office Package

**EXPERIENCE:**

**Company Name** : Cognizant Technology Solution (Chennai)

**Duration** : 02-APR-2014 to 20-DEC-2014

**Job Title** : Process Executive

**Responsibilities:**

* Responsible for enrolling the member into Health Insurance.
* Responsible for keep all details will be save into Database.
* If member wants to add one more policies we can enroll them into that.
* Responsible for maintaining the time duration each and every document.

**AREA OF INTEREST:**

* Backend process

Management Trainee

**TRAITS:**

* Ability to get along with different kinds of people.
* Strong, coordinating, planning and problem solving abilities.
* To be Innovative.
* Hard worker and Sincere Person.
* Creative with effective interpersonal skills and organizational abilities

**ACTIVITIES**:

* Football
* Cricket

**PERSONAL PROFILE:**

**GENDER** : MALE

**DATE OF BIRTH** : 30-08-1990

**RELIGION** : MUSLIM

**LANGUAGES KNOWN** : ENGLISH AND TAMIL

**First Name of Application CV No:** **1700886**

Whatsapp Mobile: +971504753686

