CAREER OBJECTIVE

KNOWLEDGE OF

Software Skills:

C,C++,.Java, Net, PHP.

Packages:

MS Office (Word, XL, Power Point)

Keyboarding techniques

Mail & file management

AREAS OF INTREST:

* Software Programming
* Networking
* Accounting

PERSONAL DETAILS

**Email ID :** [**duraisiva.380342@2freemail.com**](mailto:duraisiva.380342@2freemail.com)

**Date Of Birth : 04.07.1991**

**Nationality : Indian**

**Gender : Male**

**Mother Tongue : Tamil**

**Language Proficiency : Tamil, English,**

**Malayalam.**

**Marital Status : Single**

**Duraisiva**

An ambitious and focused college leaver who is able to use his own initiative and is comfortable working in a busy office environment. Siva is able to ensure that an office runs smoothly by combining hard work and dedication with a sense of humour and fun. Right now looking for suitable job with a company that offers a friendly and supportive environment and excellent professional development.

ACADEMIC QUALIFICATIONS

**KCG College Of Technology 2012 - 2015**

Master Of Computer Applications **70%**

**ER Arts & Science College** **2008 - 2011**

Bachelor Of Computer Applications  **69%**

EXPERIENCE DETAILS

**FIRST SOURCE SOLUTIONS, CHENNAI**

Data Entry Operator(1 Year) Working Period: Jun 2011-Feb 2012

**PALETTE COMMUNICATIONS, COCHIN**

Admin (2 Years), working period: July 2015- April 2017

**SOVEREIGN SECURITY SERVICES, SINGAPORE**

Technical support executive(8 Months),Working period: Apr 2017-Nov 2017

KEY COMPETENCIES

Advanced level of experience with MS Office (Word, Excel, PowerPoint).

Reliable and punctual, will always turn up to work on time.

Able to work under pressure and meet deadlines.

High level of focus and attention to detail and accuracy in a repetitive environment.

SELECTED ACHIVIEVEMENTS

Fluent speaker of Tamil, English and Malayalam.

Member in NSS, I Attend Seven Days Camp and I got a certificate.

I got a Indian driving licence in 4 and 2 wheelers.lic.no-TN49Y20150001691.

HOBBIES & INTERESTS

Siva is a selfconfessed techie, he is up to date with the latest technology releases and uses his spare time to run his own blog where he reviews the latest gadgets. He also likes to meet people and make new friend