|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **LAKSHMI**  |  |
|  |  |  |  |
|  |  |  |  |
|  | | lakshmi-397734@gulfjobseeker.com  |  |
|  |  |  |  |
| **CAREER** | Looking to obtain a position in a dynamic organization, bringing exceptional ability to |  |
| **OBJECTIVE** | handle multiple projectsand office with high professionalism. |  |
|  |  |  |  |  |
| **EXPERIENCE** |  | *Oct 2019 - March 2020* |  |
|  | Admin 1 policy service officer |  |  |  |
|  | Insurance policy operations dealt with insurance approval and cancelations. |  |
|  | **Sutherland Global Services** | *Aug 2018 - Sep 2019* |  |
|  | Customer Service Associate voice |  |  |  |
|  | Customer Service Associate for Mcafee Antivirus Software handling US, UK and |  |
|  | Australian calls. |  |  |  |
|  |  |  |  |
| **EDUCATION** | **Sree Buddha College of Engineering ,Kerala University** |  |
| Electrical Engineering |  |  |  |
|  |  |  |  |
|  | 70% |  |  |  |
|  | Dec - 2018 |  |  |  |
|  |  |  |  |
| **TECHNICAL** | Operating System : Windows Applications : MS Office 97, 98, 2003, 2007, 2010 & |  |
| **SKILLS** | 2013. Word, Excel, Power Point. Technical : CAD |  |  |  |
|  |  |  |  |  |
| **PROJECTS** | **Automatic Accident Alert System** | *6 months* |  |
| The proposed system deals with the accident alerting and detection. Arduino is the |  |
|  |  |
|  | heart of the system which helps in transferring the message to different devices in |  |
|  | the system. Vibration sensor will be activated when the accident occurs |  |
|  | and the information is transferred to the registered number through GSM module. |  |
|  | Using GPS the location can be sent through tracking system to cover the |  |
|  | geographical coordinates over the area. The accident can be detected by a vibration |  |
|  | sensor which is used as major module in the system. |  |  |  |
|  |  |  |  |
| **ACHIEVEMENTS** | Best Social Worker Award for the year 2017 from National Service Scheme behalf of |  |
| **& AWARDS** | Sree Buddha College of Engineering. |  |  |  |



**INDUSTRIAL EXPOSURE**

KERALA STATE ELECTRICITY BOARD • Done internship of 3 months with Kerala State Electricity Board at 220KV substation Punnapra • Went through the detailed study of operations of transformers , generators ,Circuit Breakers etc

SABARIGIRI HYDRO POWER PROJECT • One of the major generating station in Kerala situated at Pathanamthita District. • Provides a major contribution of energy in Kerala for public distribution of energy. • Detaily gone through the study of hydro electric power plant operations.



Administration

**INTERESTS** Office works and reception

Project Management



|  |  |  |
| --- | --- | --- |
| **PERSONAL** | Quick learner, Good Communication Skill,Ability to handle any situation,Team Builder |  |
| **STRENGTHS** | and Worker and Easily adaptive with new working conditions. |  |
|  |  |  |  |
| **PERSONAL** | Date of Birth | : 25 /02/1995 |  |
| **PROFILE** | Marital Status | : Single |  |
|  |  |
|  | Nationality | : Indian |  |
|  | Known Languages | : English, Hindi, Tamil, Malayalam |  |



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| **DECLARATION** | I hereby declare that all above mentioned details are true to the best of my |  |
| knowledge. |  |
|  |  |
|  |  |  |

Date : 10.05.2020

Place : Dubai

**LAKSHMI**