**RESUME**

**R.ARIVUSELVI**

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# Objectives

I define myself as a confident, creative person who constantly looks forward for improvisation. Dedication and determination is my policy towards work. Provided an opportunity I promise I would work with absolute sincerity and give my best to the organization.

# PERSONAL SKILLS

* Highly flexible and adaptable performer
* Ability to work individually and closely with others to accomplish assigned goals.
* Motivated self-starter and hard worker who can handle multiple priorities and deadline.
* Ability to learn new technologies and techniques.

# Working Experience

**Makoba,Chennai. From 26.06.2018 to till Designation: Ecommerce Excutive**

**Roles & Responsibility:** Upload Products in Website, Order tracking and send to the customer, Answering Queries, Sending Mails.

**RADAR TECHNOLOGIES,Chennai. From 09.11.2015 to 25.06.2018 Designation: Production Manager**

**Roles & Responsibility:**Production (Printing Mobile Cases), Upload images in MarketPlace, Preparing invoices, Stock Maintanance, Sending Mails.

**GNSA INFO TECH LTD,Chennai. From 24.12.2012 to 21.08.2014 Designation: Processing Officer**

**Roles & Responsibility:** Date Entry, Checking Instrument Date, Signature, Amount in words, Preparing credit Tickets for instruments, Sending Instrument for clearing, Upload files through Citibank Site, Sending Mails, Answering Queries.

**JAYAPrinters, Kumbakonam from Mar-2011 to Mar-2012**

**Designation: DTP Operator - Part Time**

**Roles & Responsibility:**A working knowledge of how to edit graphics, photos, and diagrams for materials to be published. Also developed some skills like the ability to detect even small color variations, to pick appropriate fonts and to understand the elements of a good design.

# V. Technical Skills

As a part of my job role I have a thorough knowledge in Computer Handling

* 4 Months Office Administration Course
* MS – Office, DTP
* TALLY ERP 9 (BASICS OF ACCOUNTING, ACCOUNTING VOUCHERS, POS, PAY ROLL, GST)

# Strength

* Ability to work independently.
* Self-motivated and responsible. Confident and poised in interactions with individuals at all levels.
* Detail orientated, able to multi-task efficiently.
* Skilled organizer and problem solver with the ability to consider all options before making a decision.
* Eager to learn new things and progress faster, Obedience, Disciplined, Capability of working under pressure
* Confidence in facing the challenges in the assigned work, Punctuality.

# Academic Profile

* Bachelor of Education (Mathematics) - Passed out in the year 2015 with 72% scores from Prist University, Kumbakonam.
* Master os Science (Mathematics) - Passed out in the year 2012 with 62% scores from Govt Arts college, Kumbakonam.
* Bachelor of Science (Mathematics) – Passed out in the year 2010 with 80%scores from Govt women’s college, Kumbakonam.
* HSC – Passed out in the year 2007 with 70% scores from Govt Higher Secondary School, Ulkottai.
* SSLC - Passed out in the year 2005 with 80% scores from Govt Higher Secondary School, Ulkottai.

# Personal Profile

Father’s Name :Mr.M.K.Rajendran

Date of Birth : 17.07.1990

Sex :Female

Marital Status : Single

Nationality : Indian

Permanent Address : South MuthaliyarStreet, Ulkottai (post),

Udayarpalayam (T.K), Ariyalur (D.T), 612901.

# Declaration

I declare that the above facts given by me are true to the best of my knowledge and belief. If given the opportunity, I ensure that I will be sincere to my Organization and will render the best of my service. Looking forward to your favorable consideration please.

Place:Chennai C:\Users\pc\Downloads\Untitled-1 copy.jpg

Date: 02/05/19 (R.ARIVUSELVI)