

C THAMBI DURAI
Mobile: **91-9542922331/8754027772**
E-mail: **thambiduraic19@gmail.com**



JOB OBJECTIVE

I am looking for an organization that lends me a operative and environment with ample chances to contribute and diversify my knowledge and skills, challenges me intellectually and offers me a good potential for future growth

ORGANISATIONAL EXPERIENCE

Presently working as **Sr. Assistant** in Sree Vidyanikethan Engineering College A.Rangampet, Tirupathi (**July 2017 to till date**)

JOB DESCRIPTION

- ❖ Assists office staff in maintaining files and databases
- ❖ Prepares reports, presentations, memorandums, proposals and correspondence
- ❖ Monitors office operations
- ❖ Excellent oral and written communication skills
- ❖ Working knowledge of email, scheduling, spreadsheets and presentation software
- ❖ Maintaining Scholarship Accounts of Students
- ❖ Preparing Bank Reconciliations of Scholarship Accounts

WORK EXPERIENCE

June -2007 to June-2017

Company Name : Sree Vidyanikethan Engineering College

Location : Tirupathi

Position : Computer Operator

EDUCATIONAL QUALIFICATION

- ❖ **B.A., English** From University Of Madras
- ❖ **C.L.I.S** (Certificate Course Of Library and Information Science) From University Of Madras

TECHNICAL QUALIFICATION

- ❖ **H.D.C.A** (Higher Diploma in Computer Application) From SRM Computer Education 2005-2006

PERSONAL PROFILE

Father's Name : M.Chinna Durai
Date of Birth : 5th October 1984
Age : 34 Years
Marital Status : Single
Nationality : Indian
Religion : Christian
Interest : Reading Books, Work With Computers.
Linguistic Abilities : **Speak** : Tamil, Telugu & English
Write : Tamil, English & Hindi

DECLARATION

I hereby declare that all above given information are true to the best of my knowledge and belief.

Place: Vellore

Date: 11.06.2019

C THAMBI DURAI