



DHARANIYA.K

CONTACT

6384220677

dharukutty777@gmail.com

Coimbatore

EXPERIENCE

9 years of Experience

EDUCATION

2012 - 2015

HINDUSTAN POLYTECHNIC
COLLEGE

- DCE(Diploma in Computer Engineering)

SKILLS

- Video Editor & Designing
- Organization
- Attention to detail
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Computer skills & Typing
- Research and data collection

LANGUAGES

- Tamil (Fluent)
- English (Fluent)
- Malayalam (Fluent)
- Hindi (Basic)

PROFILE

Aim to associated with the organization that provides me an opportunity to show my skills and improve my knowledge with latest trends and to be the part of the team that works dynamically towards the growth of the organization.

WORK EXPERIENCE

VGM HOSPITAL

AUG 2023 - PRESENT

EDP- IT Technician

- EDP - Electronic Data Processing
- Responsible for the use of computers and other digital devices to process and manage data, Collecting, Recording, Analyzing and Manipulating data.
- Ensure the organization's computer systems and networks are operating effectively, Installing or upgrading computer systems and networks in the workplace

MAIN WORK:

- Install and configure
- Troubleshoot
- Repair & replace
- Upgrade
- Secure & Maintain
- Test
- Support & Coordinate
- Back up

GEM HOSPITAL

SEP 2022-AUG 2023

Ward Secretary- IP Management

- Monitor Sickness and organize meetings as required. Patient admissions, discharges, and patient concerns. Organize the ward meetings and create the agenda and send out the minutes. Work alongside the complaints team with regards to complaints involving the ward.

PSG HOSPITAL

DEC 2017-NOV 2019

MRD-Clerk(ADMIN)

- Responsible for a patient's medical records, which are a collection of information about a patient's health history, treatment, and care

SMALL INDUSTRIES

FEB 2014- JULY 2017

System Administrator

- Support multi-user computing environments and ensure the smooth operation of IT services
- Installation, maintenance, configuration and repair for servers, networks and other computer systems within an organization.



SIVAKUMAR.S

CONTACT

☎ 9025419326

✉ siva62548@gmail.com

📍 1/96, mallayankuthagi,
ayakkarampulam- 3
sethi.vedaranyam TK
& Nagapattinam DT, Tamil Nadu

EXPERIENCE

Well Knit - Data Entry
Operator

EDUCATION

2013

SSLC (10 th)Govt High
School, Thagattur - 66%

2015

HSLC (+2)
Govt Hr. Sec
School,Thagattur - 78%

2016-2020

B.E- Mechanical engineering
Sembodai R V Engineering
College, Sembodai
7.25 CGPA.

SKILLS

- Solid Work Basic
- Autocad
- Ansys Basic
- Paython

LANGUAGES

- Tamil (Fluent)
- English (Fluent)

PROFILE

To work in challenging environment demanding all my skills
And efforts, to explore and adapt my self in different field and realize my
potential And contribute to the development of organization with impressive
Performance

WORK EXPERIENCE

VGM HOSPITAL

AUG 2024 - PRESENT

Financial - Billing

CO-CURRICULAR ACTIVITIES

- I worked as a project and symposium co-ordinate
- I Attended faculty development programme
- Involvement in sports and events

PERSONAL PROFILE

- Father's Name : SENTHILKUMAR
- Date of Birth : 21.07.1999
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Languages known : English & Tamil
- Height and Weight : 170cm | 60 kgs

DECLARATION

- I hereby declare you that all the information furnished above are true and
are best of my knowledge.

Date:

Yours Sincerely

Place:

SIVAKUMAR.S



D. JOISE PERIYANAGAI

CONTACT

+919345406104

joise9552@gmail.com

1/96, mallayankuthagi,
ayakkarampulam- 3
sethi.vedaranyam TK
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