

Indhu.S

13/4B Muthu Ramalinga Thevar (St),Pallapalayam,
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CAREER OBJECTIVE

Seeking a challenging carrier and eager to work in a creative and innovative environment that absorbs all my intellectual skills and gives me ample scope to keep pace with emerging technology towards the goal of organization.

Education Credentials

Course/Degree	School/College	Year of Passing	Mark %
B.E(Computer Science)	SCA Institute of Technology	2018	6.5
Diploma(Computer Networking)	PSG Polytechnic College, Coimbatore	2015	75.3
SSLC	RC Girls Higher Secondary School, Ondipudur, Coimbatore.	2011	83.5

Work Experience

- Freelance Data Entry from Sep 2018 to April 2019
- Academic Coordinator cum Personal Secretary to the Design Director in Sasi Creative Institute of Design from March 2021 to September 2022.
- Admin Assistant in Hindusthan College of Arts & Science from November 2022 to Sep 2024.

Software Technical Environments

Packages : MS-Office, Adobe Photoshop

Platforms used : Windows XP, Windows 7, 8 & 10 Programming

Languages : HTML , PHP

Extra-curricular activities and achievements

- Played role as a **DEPARTMENT STUDENT SECRETARY** in SCAD Institute of Technology.
- Participated in **NATIONAL SERVICE SCHEME** conducted by PSG Polytechnic College.
- Played role as a **JOINT-SECRETARY** role in NSS Conducted by PSG Polytechnic College.
- Participated in Directorate level centralized selection of NSS camp.
- Participated in one day workshop toward **MULTIMEDIA TOOLS AND APPLICATIONS** held on 2013
- Attended industrial visit at Bharat Sanchar Nigam Limited at Coimbatore.
- Attended an internship program towards **COMPUTER NETWORKING** at Netcon Technologies India Pvt. Ltd.,

Skills

- Completed APGDCA course at Indian MicroForce.
- Awarded for **COMPUTER MAINTENANCE & REPAIR** conducted by Directorate of Technical Education.
- Certified on **COMPUTER FUNDAMENTALS**, MS-OFFICE and INTERNET Conducted by Human Potential Development Centre.
- Attended a workshop on the topic of **APPLICATION DEVELOPMENT IN ANDROID** conducted by SCAD Institute of Technology.

Personal Details

Father's name	: N. Sathyakumar
Date of Birth	: 18-01-1996
Gender	: Female
Nationality	: Indian
Languages known	: Tamil, English

Declaration

I hereby declare that all the above furnished details are true to the best of my knowledge.

(Indhu.S)