

ARATHI.C

CONTACT ADDRESS

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KASARGOD

MOBILE NUMBER

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E-MAIL

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CAREER OBJECTIVE

To associate with an esteemed organization that provides an opportunity to utilize skills,improve knowledge,challenging, rewarding career with a scope of growth latest trend, quick learning, solving problems and self-improvement

PROFESSIONAL EXPERIENCE

- Presently Working at KUDUMBASREE AS DOCUMENTATION TEAM (2019 Jan till date)
- working at Volunteer Service At Hope Charitable Trust As Counselor (2017 to 2019 till date)
- worked at Sign design Interiors as Project coordinator & Customer relation officer(2015 to 2017)
- Worked at Ramakrishna Builders Pvt. Ltd as AutoCAD designer with Site Supervisor& Customer Relation Officer(2007 to 2014)
- Worked at e-DS Solutions as AutoCAD designer & Customer Relation officer (2014-2015)

RESPONSIBILITIES

- Assisting Manager & Boss
- Responding to customer's quires.
- Assisting problem by recommending solutions.
- Receiving and sending files across the internet.

PROFESSIONAL QUALIFICATION

- Typewriting English and Malayalam (Lower and Higher)
- Shorthand English and Malayalam
- Diploma in Computerized Financial Accounting (DCFA)
- Six month training in AutoCAD Civil from Polytechnic

ACADEMIC QUALIFICATION

- Commerce with Office secretary ship (Higher Secondary)
- One Year element course of Training in Commercial Management (ITI)
- B A History from Annamalai University Tamilnadu.
- M A Sociology from Annamalai University Tamilnadu.
- Now Doing - P G Diploma In Guidance and Counselling from Annamalai
- DRAUGHTSMAN CIVIL from Chackai ITI Trivandrum

ACHIEVEMENTS

- BA in HISTORY.
- PG in Social Work.
- National Council For Vocational Training (NCVT) Certificate.
- B grade supervisor License.

PERSONAL DETAILS

DOB : 05-04-1988

Sex : Female

Nationality : Indian

Languages Known :

English
Hindi
Malayalam
Tamil

Marital Status: Married

TECHNICAL SKILLS

- Knowledge in MS Office
- Basic knowledge in Computer Application
- Civil Autocad (2D & 3d)

STRENGTHS

- Counseling Skills
- Good Observer
- Believe in teamwork.
- Honest, Commitment of work.
- Easily negotiate with other people.
- Can work effectively in team, as well as individually.
- Have good inter-personal interaction skills.

Personal Skills and Interest:

Mobile: +91 8281838025

Reading and Writing.

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I will solely be responsible for any discrepancy found in them.

Place : Kahangad

Date :

SIGNATURE