

## ARATHI.C

### CONTACT ADDRESS

KUNNUMMAL HOUSE  
BALLA  
(PO),ANANDASRAM  
(VIA ),NELLIKKAT  
KAHANGAD,PIN:671531  
KASARGOD

### MOBILE NUMBER

+91 8281838025

### E-MAIL

[arathibeevee@gmail.com](mailto:arathibeevee@gmail.com)

## 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

- WORKED AT KUDUMBASREE AS DOCUMENTATION TEAM
- WORKED AT Volunteer Service At Hope Charitable Trust As Counsellor
- WORKED AT KOTTUR SOCIAL WELFARE SOCIETY As Counsellor
- COMPLETED INTERNSHIP FROM DISTRICT PROBATION OFFICE KASARGOD (NERVAZHI PROJECT BY SOCIAL JUSTICE DEPARTMENT)
- Worked at SIGN DESIGN AutoCAD designer & Customer Relation Officer.
- WORKED AT E-DSS SOLUTIONS AS CUSTOMER RELATION OFFICER AND AUTOCAD DESIGNER
- Worked at Ramakrishna Builders Pvt. Ltd as AutoCAD designer with Site Supervisor& Customer Relation Officer( 2007 to 2014)

## RESPONSIBILITIES

- ASSISTING PROBLEM BY RECOMMENDING SOLUTIONS.
- Solving technical queries

## 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)
- DRAUGHTSMAN CIVIL from Chackai ITI Trivandrum
- One Year element course of Training in Commercial Management (ITI)
- B A History from Annamalai University Tamilnadu.
- M A Sociology from Annamalai University Tamilnadu.
- P G Diploma In Guidance and Counselling from Annamalai

## ACHIEVEMENTS

- B grade supervisor Licens
- BA in HISTORY.
- PG in Sociology.
- National Council For Vocational Training (NCVT) Certificate.
- P G Diploma In Guidance and Counselling

## 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

- Believe in teamwork.
- Believe in teamwork.
- Counseling Skills
- Good Observer
- 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**