

RESUME

VENKATESH T R

No.23/1 A P Road 2nd Lane

Choolai

Chennai -600112

Mobile: 6381774621

Email ID: venkateshtr473@gmail.com

CAREER OBJECTIVE:

To obtain best level of position in my applied company and thereby enhance my knowledge and improve my company.

EDUCATIONAL QUALIFICATION:

COURSE	BOARD /INSTITUTION	YEAR OF PASSING	PERCENTAGE
S.S.L.C	SOURSHTRA BOYS HIGHER SECONDARY SCHOOL	2016	74.4%
H S C	G KOIL HIGHER SECONDARY SCHOOL	2018	75.5%
B. SC COMPUTER SCIENCE	C.KANDASWAMI NAIDU COLLEGE	2021	78%

TECHNICAL SKILLS:

- Languages : Tally ERP, Type Writing, C,C++
- Platform : Window 8, Window 10, Window 11

PERSONAL SKILLS:

- Hard working and responsible person.
- Dealing effectively and professionally with a wide range of People.

WORK EXPERIENCE :

- Office Assistant at VNR Apparels (1Year)
- Account Assistant at Sri Lakshmi Priya Creation (1Year)
- Despatch Executive at Anderson Diagnostic&lab(1Year)
- Front Office Executive (Billing) at Dr.Mehta's Hospital (1.5 Year) Still working.

STRENGTH:

- Good observer
- Self confidence and perseverance
- Multitasking
- Adaptability & Flexibility
- Quick Learner

LANGUAGES PROFICIENCY:

- Tamil
- English

PERSONAL DETAILS:

Date of Birth : 01-09-2001
Father's Name : T K Ramesh Babu
Languages : English, Tamil
Gender : Male
Marital Status : Single
Mobile No 6381774621
Email : venkateshtr473@gmail.com

DECLARATION:

I hereby declare that all the above furnished information is true to the best of my knowledge.

Place: Chennai

Date:

(VENKATESH T R)