**T. ARCHANA**

**Mobile: +91-9003261592 ~** **E-Mail :** **arcarch4@gmail.com**



Seeking a role where my talents will be well utilized and will be useful for organizations growth.



**ACADEMIA**



* B.E. ( Electronics Francis Xavier Engineering College 2011 68%

 And Communication (ANNA UNIVERSITY, Tirunelveli)

 Engineering)

* 12 (Vocational group) Atomic Energy Junior College(State Board) 2007 72%
* 10 (Science group) Atomic Energy Central School(CBSE) 2005 64%
* PG. Diploma (Integrated NIELIT (2012) Certification course

 VLSI and Embedded Completed

 System Design)

**Trainer experience**

* Beginner

 **Consultancy experience**

* 11 months experience as HR executive for international and local recruitment.

 **Business Experience**

* One year in event management team

 **IT Experience**

* 6 months in BPO sector, at Tidel Park, Sitel and HCL as Technical support and as Customer support executive.

**Industrial Work Experience**

* Six months experience in Electrical Circuit Designing at M/s. Arun Rega Bakery Machinaries Pvt. Ltd., Coimbatore.

 **Extra-Curricular Activities**

* Team Member - organized inauguration of ECE Department Association.
* Team Member of ECE Symposium Organizing Committee.
* First prize winner in All Southern State Essay Competition.
* I am member of Adore India social servicing group for nearly past two years.
* Write stories and songs / poems.
* Does mimicry for fun when I am alone.

**First prize winner in All Southern State Essay Competition** (International Peace) **organized by United Nations Organization *conducted by Ramakrishna Mission.***

 **STRENGTHS**



* Adapt and ready to tackle any good work.
* Bold to take initiative and work independently or as a part of group.
* Keen to learn new things.
* Excellent spoken & written communication skills, problem solving and leadership skills.

 **PERSONAL DOSSIER**



* Date of birth : 04 Feb 1990
* Name : T. ARCHANA
* Age : 27
* Gender : Female
* Marital status : Single
* Email id : arcarch4@gmail.com
* Language Known **:** English, Hindi, Tamil, Marathi
* Mobile no. : 9003261592

I hereby declare that above information are true and best of my knowledge.

Place: Chennai yours truly,

Date: 21-Sept.-2018 T.ARCHANA