

ARCHANA BABU

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CAREER OBJECTIVE:-

To obtain a challenging position that provides me opportunities to exploit my knowledge and extensive development skills to the extreme levels of my ability and to continually upgrade myself to the highest levels of expertise enabling the organization to achieve its target and growth.

ACADEMICS:-

<u>Qualification</u>	<u>School/College</u>	<u>University/ Board</u>	<u>Year of Completion</u>	<u>Stream/Specialization</u>
Post Graduate (MBA)	GRG school of management studies	Bharathiar University	2017	Marketing and finance
Under Graduate (B.Tech)	Adi Shankara Institute of Engineering And Technology	MG University	2015	Applied Electronics and Instrumentation
12th	Chinmaya Vidyalaya	CBSE	2011	N/A
10th	Chinmaya Vidyalaya	CBSE	2009	N/A

INDUSTRY EXPERIENCE:-

- Currently working as **Administrative Secretary** in Prime Line , Al Ain from July 2017 to Janary 2019. Main Responsibilities include creating and maintaining customers, update websites, dealing with suppliers, clients and general support to staff also handling Inquiry, Quotation ,LPO, Invoices.
- Worked as an **Administrative Assistant** in Kanaka Infratech Ltd for a period of 03 months. Main responsibilities includes handling administrative enquiries, liaising with clients & customers, general support to staff, data entry and clerical support to staff and Management.
- Visited and attained knowledge in process and operation of **CRI Pumps Coimbatore**.
- Undergone a Summer Internship program at **Lucas TVS, Pondicherry** and gained knowledge on Industrial Management.
- Visited Larsen and Toubro (L&T), Coimbatore to understand in depth the operational procedures.
- Undergone Industrial Training at **KELTRON** (Kerala State Electronics Development Corporation LTD , Cherthala)
- Visited and understood the operations procedures of Sakthi Soyas (P) Ltd.
- Attended industrial training in **FACT** (Fertilizers And Chemicals Travancore Ltd., Cochin)
- Visited following industries to have more expertise on industry operations and procedures.

- ❖ Pallivasal Power Generation Plant , Munnar
- ❖ Nirapara , Kalady
- ❖ FCRI (Fluid Control Research Institute , Palakkad)
- ❖ Instrumentation Limited , Palakkad
- ❖ Hindustan Paper Corporation Ltd , Ernakulam

CERTIFICATIONS:-

- MOOC Course on Resume and Networking.
- Introduction to English Grammar from ALISON.
- Diploma in Socialism from ALISON.
- Active participant of Outbound training conducted by BREAK THROUGH, Coimbatore
- Attended an Workshop, **MPOWER**, on Power Communication conducted by VERTICAL EYE

ACADEMIC PROJECTS:-

Mini Project: - Automatic Wireless Health Monitoring System.

Main Project: - Advanced clinical analysis and medical intervention, Database System with Heart Beat Monitoring and Detection of Tumour in MRI Using Vector Quantization Segmentation.

ACCOLADES & ATTAINMENTS:-

- LABVIEW Work shop
- PCB Design & Fabrication Process
- YOKOGAWA Work shop

CO CARRICULAR ACTIVITIES:-

- Attended Personality Development, out bound and Career counselling programme at GRG School of management studies.
- Attended Training under Infosys Campus Connect
- Organized and Co-ordinated management events and actively participated in various Seminars and Inter collegiate meets.
- Active participant in Entrepreneurship Forum.
- Member of Arts and Aesthetics forum at GRG School of Management Studies.
- Student member of Coimbatore Management Association (since 2015).

COMPUTER SKILLS:-

- Statistical package for social sciences(SPSS)
- AutoCAD
- Basic MS Office Package

ACHIEVEMENTS:-

- Secured second place in Crack Your Brain Contest conducted by Technology Interest Group, GRGSMS, Coimbatore.
- Participated & won prizes in Intra-College Dance Competition.
- Captained my team to Inter-College Dance Competition.
- Participated in Business Bazigar and Ad zap competitions through TYCOONS'16 held at Rathinam College of Arts and Science, Coimbatore.
- Paper Presentation on **Online Shopping Preferences among Consumers: An Empirical Analysis** in the ICSSR Sponsored National Conference on Marketing in an Interconnected World, held at GRGSMS, Coimbatore.
- Published IEEE Paper journal on Brain Tumour Detection

PERSONEL TRAITS:-

- Highly motivated and committed to work.

- Believe in consistent and progressive learning and be a value-add to any organization.
- Allegiance to goals and persistence and commitment to achieve organizational goals.
- Innovative approach to problem solving through use of analytical skills and hard work.

PERSONAL DETAILS:-

Date of Birth : 03/12/1992
Gender : Female
Marital Status : Married
Visa Status : House wife (Residential Visa)
Permanent Address : Villa No 16, Street 15, Al Basra, AL Ain, UAE.
Communication Address : Villa No 16, Street 15, Al Basra, AL Ain, UAE.
Languages Known : English, Malayalam and Tamil.

The above mentioned details are true to the best of my knowledge.

Archana Babu