

Vaishnavi Vasudevan, B.Sc.,

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Post Applied for Administration / Clerical



CAREER OBJECTIVE

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

ACADEMIC DETAILS

Course	University / Board	Name of the Institution	Percentage
BSc (Zoology)	Periyar University at salem	Vivekanandha Institute of Technology, Namakkal	87 %
HSC	State Board	Government girls school	73 %
SSLC	State Board	Government girls school	93%

WORKING EXPERIENCE

1. I have one year working experience in front desk organizer / Admin / Clerical jobs in Eason Builders contracting company at India.

TECHNICAL SKILLS

- MS word
- MS excel
- Video Editing and merging
- PDF Tools (Editing and merging)

AREA OF INTEREST

- Management Skills
- Quality Control
- Reading books
- Painting and creating new flower designing
- Management Skills
- Quality Control
- Reading books & Painting and creating new flower designing

PERSONAL TRAITS

- Disciplined, dedicated hard working and smart worker
- Ability to work in a team environment.
- Willingness to share successes and collaborate with others.
- Tremendous enthusiasm in learning new things.
- Pleasing personality with all regulars & Positive attitude.
- Able to work independently / Together in a team / Leadership skills

CO CURRICULAR ACTIVITIES

- Presented in international Technical Symposium (EXPO) at Namakkal.
- Presented and involved in Environment conference & volunteer for many of college programs.

PERSONAL DETAILS

Name : Vaishnavi V
Husband Name : Santhanakrishnan P
Passport Number : U 7036135
Visa Status : Visit Visa - Long Term
Nationality : India
Date of Birth : 04.09.1999
Languages Known : English, Tamil (Reading, Writing and Speaking)
Address : Dubai - UAE.

DECLARATION

I hereby declare that all the above given details are true to the best of my knowledge.

Place : Dubai

Date : 08.12.2021

(Vaishnavi Vasaudevan)