



PETHANARAJ R
Administrative Assistant
Bachelor of Business Administration

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Contact No: [+917904061661](tel:+917904061661)

CAREER OBJECTIVE

To be a part of an organization where I can fully utilize my creativity and technical skills to the development of the organization at the same time as individual growth. Skilled in organizing, scheduling, and communication.

ACADEMIC DETAILS

COURSE	INSTITUTION	CGPA/PERCENTAGE	YEAR OF PASSING
BBA	Vellore Institute of Technology Vellore.	6.59	2020
HSC	Govt.Hr.Sec.School, Ayyankottai, Madurai	82.47	2017
SSLC	Govt.Hr.Sec.School, Ayyankottai, Madurai	79.02	2015

EXPERIENCE

Experienced administrative assistant with 2 years of experience in daily thanthi.

DAIL THANTHI MADURAI (22.09.2022 – Current)

- Successfully managed the day-to-day operations of a busy office, including organizing and coordinating meetings, filing, and other administrative duties.
- Performed administrative functions such as data entry, filing, and customer service.
- Responsible for scheduling appointments, organizing, and coordinating meetings, and managing calendars.

CETIFICATE COURSES

I have participation in ethics and values poster exhibition on **climate change in India challenges** and solutions (20 Sep 2017)

Study in a three-month skill development training program in **TITAN LEAP** in Guindy Chennai. (Duration: 01.sep.2021 to 04.dec.2021)

TECHNICAL SKILLS

- Microsoft Office
- Excel
- Word
- PowerPoint
- Tally ERP 9
- Adobe Photoshop
- Adobe illustrator

PROJECT DONE

Name of the Capstan project title: **Customer satisfaction in Aqua Car Services Company**
Vellore. (VIT UNIVERSITY -2020)

PERSONAL DETAILS

Name : Pethanaraj R

Date of Birth : 21.3.2000

Gender : Male

Nationality : Indian

Languages know: Tamil (RWS), English (RWS)

Contact no : 7904061661 & 7339390056

Date:

Place:

