

Lavanya Saravanan

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Objective

Seeking a challenging position in a reputed organization where I can build my carrier and a valuable skill set

Experience

- **Islamiah college** 12.4.2018 - 19.6.2019
Administration executive
To maintain the student database
- **Adarsh matric.hr sec school** 15.04.2020 - Till date
System Administrator
To maintain students database

Education

- **VRV/matriculation** 2011
10
First/422 out of 500
- **Rajagopal polytechnic college** 2014
Diploma Electrical and electronic engineering
First grade/8.5
- **Greentech college of engineering for women / anna University** 2017
B.tech information technology
FIRST GRADE/7.29

Skills

- Excellent in MS word Excel PowerPoint
- Excellent in Working multimedia
- Knowledge to work in school websites portal
- Carry out fundamental administrative tasks, such as printing, emailing and obtaining office supplies.
- To Create a school pamphlet , brochure , flyers
- Assisting in admissions and enrollment process
- Assisting with event coordinator and logistics
- Responding phone calls and correspondence
- Knowledge in maintaining accounts

Projects

- **Remote control system for electrical home appliances**
Using mobile phone to control home appliances eg TV fan
- **Payroll system**
The project is based employee database management

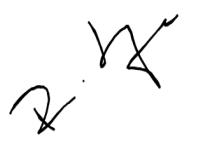
Languages

- English

- Tamil

Additional Information

Completed course in
Photoshop and Illustration
Course completed in Html CSS



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