

RESUME

Bindiya Palan

Contact No.: 8792716253

E-Mail: bindiyapalan6@gmail.com

OBJECTIVE

To work in an organization where the culture of freedom and working for initiatives is ensured, facilitating my contribution through thoughts and actions to the company's vision and thus achieving self-development by playing a significant role in building the organization.

ACADEMIC CREDENTIALS

Examination	Specialization	Name of the Institute	Board	Year of Passing	Marks Obtained (in %)
UG	B.com	Poorna Prajna College Udupi	Mangalore University	2019-20	63.56%
Pre-University	-	Poorna Prajna PU College Udupi	Karnataka State Pre-University Board	2016-17	80.50%
SSLC	-	Carmel High School Kemmannu	State Board	2014-15	81.41%

PROFESSIONAL EXPERIENCE

Worked as a System Admin at Amour Insta Easy Pvt Ltd Manipal (E-commerce based Co.) (1-06-2021 to 30-12-2021)

- Adding Products and Services in an app
- Accepting Orders
- Handling Admin Panel
- Tracking orders
- Resolving customer's queries related to orders
- Uploading new data and information

Role : Online Tutor (Focus Edumatics Pvt Ltd Coimbatore) (01-02-2022 to 07-10-2022)

- Online Tutoring
- Work from Home

Technical Skills: MS Excel, MS WORD, Tally.erp, C++

PERSONAL SKILLS:

Excellent verbal and written communication skills

Willingness to learn and Quick learner

Ability to work as a good team player

Self-motivated, Determined, Calm and determined under pressure

Tolerant and flexible to different situations

HOBBIES: Wall Art, Mehndi Designing, Cooking, Gardening, Listening to Music, etc...

PERSONAL DETAILS :

Name: Bindiya Palan

Father Name: Sudhakar Kotian

Mother Name: Sujatha

DOB : 28/03/2000

Marital Status : Single

Languages Known: English, Kannada, Tulu, Hindi.

Permanent Address: "Shri Sannidhi Nilaya" , Badanidiyoor Post, Thottam, Udupi district- 576115

Present Address: Gupta layout, near Halasuru Metro Station , Halasuru, bangalore -5760008

Declaration: I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place: Bangalore

Your Sincerely

Date :

(Bindiya Palan)