

Archana.B
Email: archana21achuu@gmail.com
Mobile:906636315

Career Objective:

To obtain a meaningful and challenging position especially in a people-oriented organization where there is a need to assure broad cooperative effort with use of sound planning, strong administration clubbed with good people management skills to achieve organizational goals efficiently.

Academic Qualification:

- SSLC: Chamarajpet girls high School 2013-2014
- Diploma: Nadgir polytechnic (Electronics and communication) 2014-2017
- B. Com: SS international university 2019-2022

CERTIFICATION

- Diploma in electronics and communication engineering from Nadgir polytechnic Bangalore.
- Proficient in finding and resolving malfunctions, using exceptional technical and communication skills.
- Worked on academic project advanced security System.
- An effective communicator.

Awards & Acknowledgements

- Involved in various cultural activities held at School and College level.
- Took part short put tournaments held at school and college level.

SUMMARY OF QUALIFICATIONS

- Excellent written and communication skills
- Able to provide instructions on computer application, classroom setting and on functions within computer application.
- Able to work under pressure and independently.
- Authoring and Editing: OneNote, MS-Office,
- Microsoft windows XP, micro controller, ARM controller, C+, C++.
- Ability to express technical concepts clearly to people with no technical background.

Project Details

Project Title: Advanced security system.

Platform Used: Arm controller.

Contribution: Detecting the things and human temperature using sensors

Description: This project dealt with avoiding the thief entry in bank, jeweler shop etc.

Personal Traits:

- Good at case analysis. (Customer Satisfaction and long-term relationship in CSD)
- Believe in process development.

Skill Sets:

- Operating system (Windows XP, 7, 8, 10)
- MS Office 365.
- Management skills.

Interest and Hobbies:

- Browsing for knowledge in terms of Process improvement & Business oriented.
- Listening to music, drawing, playing shuttle.

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Employment History:

- **Syrex info services pvt ltd:** SOS process., from 21st November 2017 to 31 October 2018
- **Diverse immigration services:** Client relationship manager, from 21st Feb 2019 to 20th 2019 December.
- **Ethnus Codemithra:** Inside Sales and has Team lead, from 29th March 2021 to 26th March 2022.
- **Bhanwar Rathore Design Studio (BRDS):** Centre Manager (Administration, coordinator, Centre management) from September 1st, 2022 to till date.

Personal Details

Date of birth: 21/05/1999

Address: #6/6B, 1st cross adarsh nagar chamarajpet tr mill Bangalore-560018

Languages Known: English, Kannada, Tamil, Hindi

I HEREBY DECLARE THAT ALL THE INFORMATION FURNISHED ABOVE IS TRUE TO MY KNOWLEDGE.