

RESUME

“HARDWORK IT WILL MAKE YOU SUCCESSFUL MEN.” – DR. APJ ABDULKALAM



A SWARNA RAJ
ADMIN EXECUTIVE

Contact

 NO.30/1 SOLAI STREET,
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Respected Sir / Madam,

I have attached my resume for the job vacancy in your esteemed organization.

I hope that my educational qualifications are satisfactory and meet all your expectations.

I would be so grateful to have an interview session with you.

Thank you in advance for this opportunity.

Sincerely,
Swarnaraj A

CAREER OBJECTIVES:

To impart my skills and knowledge to pursue the challenging experience in the field and complete the task within stipulated time.

EDUCATIONAL QUALIFICATION:

COURSE	BOARD OF STUDY	COLLEGE/SCHOOL NAME	PERCENTAGE (%) / CGPA (10)	YEAR OF PASSING
B.E. (Electronics and Communication Engineering)	Anna University	Velammal Engineering College Surapet Chennai.	7.08	2016
Diploma (Computer science Engineering)	TNDTE	SriRam Polytechnic College, Veppampattu	90	2013

TECHNICAL PROFICIENCY:

- **LANGUAGES** : C, C++, JAVA, Web Designing.
- **OS** : Windows, Linux.

AREA OF INTEREST:

- Computer Hardware
- Networking (WAN/LAN/WIFI)
- Microcontroller
- Office Administration.
- Stock Maintenance.
- PR Procedures.

EXPERIENCE:

- ❖ Worked as System admin at Shree Niketan Patasala CBSE, Thiruvallur from 2017 till date
- ❖ Worked as Design Engineer at Delphi TVS, Chennai 2016 to 2017-1 YEAR
- ❖ Worked as DD Hospital Lab Technician ,Thiruvallur from 2011 to 2012 -1 YEAR

Work Responsibility in Current Role:

- ✓ ERP In-charge – Handling 2000+ Students and Staff data in cloud-based ERP.
- ✓ Hardware & Networking of the School Campus.
- ✓ In-charge for Purchases for the Institution.
- ✓ Handling 30+ Smart Boards with Smart Class Server

PROJECTS COMPLETED:

- ❖ Completed a Project titled “**Aviation Fight Game with multitask performance**”
– This is a 2D desktop game developed in Visual Studio 2005 or Windows 2000/XP/Vista. In this you have to destroy enemies with limited rockets. Background wrote through Product Service Code (PSC) code AD13. This program code using to Form’s transparency and animated pictures to show a simple animation.
- ❖ Completed a Project titled “Sensing of Biological Signals Using EEG Cap”- IN our project we propose a Bluetooth system for electroencephalographic (EEG) recording inside a hyperbaric chamber and describe the feasibility of EEG signal transmission outside the chamber (I.e., epilepsy, sleep, brain computer interface).

❖ INDUSTRIAL VISIT:

- ✓ Visited Andrew Yule Company, Tharaamani, and Chennai and learnt about transformer making stages.
- ✓ Visited BSNL Maraimalai Nagar, Chennai and learnt about the telecommunication process and the equipment used for it.

HOBBIES:

- Listening Tamil Music,
- Watching Movies (Tamil, English),
- Playing Cricket.

PERSONAL TRAITS:

- Self-Motivating
- Result Oriented
- Punctual
- Interpersonal Skills

PERSONAL DETAILS:

Father’s Name : Anandaraj. T
Date of Birth : 20/04/1992
Languages Known : Tamil, English (read, write, speak)

Date:

Station:

(SWARNA RAJ. A)