



S. BALAKRISHNAN

Office Admin

An Exploring Mind with limitless energy.
Adaptive in any setup and role.
Always ready in field to face the comings.
A Team player to fit with organizational dynamics.

Contact

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3-1-35, Karaikudi Road,
Thambipatti, Tiruppathur Tk,
Sivagangai (Dist) 630 211

Education

● Oriental School Leaving Certificate (OSLC)

The Oriental High school,Pudukottai
2001-2002 Percentage 55%

● Diploma

SITD Computer Education,Pudukottai
2004-2005 Percentage 68%

● Bachelors

Bachelors in Computer Application
2006-2011 Percentage 47%

COMPUTER SKILLS

Languages

C, C++, VB 6.0, and Java
Script

Testing tools

QTP, QC, QA, and Win Runner.

Utilities and packages

Ms-Office 2010, Photoshop, Tally 9

Language

Tamil

English

Experience

● Administration

Data Feeding Jan 2006 - Mar 2006
Company Name : MIT Computer Education (Pudukkottai).

● Coordinator

Administration Mar 2006 - Mar 2010
Company Name : MIT Computer Education (Thiruppathur).

● Coordinator

Administration Mar 2010 - May 2012
Company Name : Kalvi Computer Education (Branch at Thiruppathur).

● System Admin and Hardware Faculty

Faculty Aug 2012 - Jan 2013
Company Name : National Computer Education (Chennai).

● Project Coordinator and System Admin

Project Coordinator Jan 2013 - Sept 2013
Company Name : Jeya BPO Service Private Limited.(Singampunari)

● Senior Data Load Analyzer (SDLA)

Data Analyzer Nov 2013 - Sept 2015
Company Name : Senior Data Load Analyzer (SDLA)

● Album Making & Video Editing

Editor Sept 2015 - Jun 2016
Company Name : Karpagavinayaga Studios & Videos

● Junior Assistant

Junior Assistant cum Photographer Jul 2016 - Still
Institute Name : Alagappa University, Karaikudi.

Skills

Organized ● ● ● Teamwork ● ● ●
Communication ● ● ○ Meeting deadlines ● ● ○
Critical thinking ● ● ●

Reference

Dr.J.Sujathamalini

Head of the Department,
Department of Special Education And Rehabilitation Science,
Alagappa University,Karaikudi
98949-60171

Mr.G.Pazhaniyappan

Rtd. Deputy Registrar
Alagappa University,Karaikudi
94434-66060