

## **CURRICULUM VITAE**

**THAMILMARAN.T**

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**East Street, Kothangudi,  
Thiruppurambiyam ( Po),  
Kumbakonam - 612303.  
Thanjavur - Dt.**

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### **Objective :**

To contribute strong leadership and interpersonal skills, as well as highly applicable experience and to develop the firm in marketing management and customer service capacity.

### **Working Experience :**

❖ I working as a **ADMINISTRATIVE OFFICER** in ANNAI COLLEGE OF ARTS AND SCIENCE about 2014 To Till date.

### **Educational Qualifications :**

#### **P.G. - MASTER OF BUSINESS ADMINISTRATION ( M.B.A )**

Institution : Annai College of Arts and Science, Kumbakonam  
Percentage : 76 %  
Performance : 6<sup>th</sup> Rank in University.  
University : Bharathidhasan University.

#### **U.G. - BACHELOR OF BUSINESS ADMINISTRATION ( B.B.A )**

Institution : Annai College of Arts and Science, Kumbakonam  
Percentage : 78 %  
Performance : 15<sup>th</sup> Rank in University.  
University : Bharathidhasan University.

#### **H.S.C**

Institution : Minerva Higher Secondary School, Kumbakonam  
Passed : 2009  
Percentage : 68 %

#### **S.S.L.C**

Institution : Little Flower Higher Secondary School, Kumbakonam.  
Passed : 2007  
Percentage : 48 %

### **Professional Profile :**

- ❖ Responsible, confident person who has the ability to work well with others, either as a team or independently.
- ❖ High motivated with a strong desire to learn new skills and tasks involved in any position offered to me.
- ❖ Excellent team player that listens thrives on collaborating with diversely talented team members and integrates their divergent thoughts, opinions and perspectives into meaningful action.
- ❖ Energetic, competitive achievers who can inspired and motivate team members, successfully manage multiple priorities and under Pressure in fast – paced rapid changing environment.

### **Training Courses Completed :**

- ❖ Leadership and Supervisory Skill.
- ❖ Effecting Meeting.
- ❖ Basic Management Skills.
- ❖ Communication Skills.
- ❖ Delegate the Responsibility.
- ❖ Team Work.
- ❖ Management Training and Development.
- ❖ Safety Industry.

### **Software proficiency :**

- ❖ **Operating system:** MS- office, Windows XP, Windows, Word, Excel, Power Point, Desktop Publishing, Tally and etc.

### **Personal Skills :**

- ❖ Leadership Quality.
- ❖ Self Confidence.
- ❖ Good Communication skill.

**Personal Profile :**

Father's Name : Mr. K.THANGARAJ.  
Date of Birth : 22-05-1991  
Permanent Address : East Street, Kothangudi,  
Thiruppurambiyam (Po),  
Kumbakonam (Tk),  
Thanjavur (Dt),  
Tamilnadu -612 602.  
Gender : Male.  
Marital Status : Unmarried.  
Nationality : Indian.  
Languages Known : English and Tamil.

**DECLARATION**

I am Thamilmaran.T do here by declare that the above information and particulars are true and correct to the best of my knowledge and belief.

Date:

Place: Kumbakonam.

**Yours Sincerely,**

**(THAMILMARAN.T)**