SAKTHI L

NON-IT • BACK OFFICE • DATA ENTRY • CUSTOMER SUPPORT

Phone	Email	Location
9361144028	gomathisakthi073@gmail.com	Chennai, Tamil Nadu

CAREER OBJECTIVE

Motivated B.Sc. Computer Science graduate seeking an entry-level opportunity in a reputed organization. Eager to contribute to administrative activities, office operations and customer support while developing professional skills and gaining practical workplace experience.

PROFESSIONAL PROFILE

- Entry-level candidate seeking non-IT job opportunities.
- Quick learner with a responsible and organized approach.
- Familiarity with computer-based tasks and basic office activities.
- Able to work independently and collaborate with a team.

EDUCATION

Bachelor of Science – Computer Science (B.Sc. CS)
Tirukkoilur College of Arts and Science
2022–2025
Completed

KEY SKILLS

- Basic Computer Knowledge
- Data Entry
- Documentation and Filing
- Time Management
- MS Word, Excel and PowerPoint
- Email Communication
- Customer Handling
- Team Coordination

TARGET ROLES

Back Office Executive • Data Entry Operator • Customer Support Executive • Office Assistant • Operations Assistant

PERSONAL STRENGTHS

Quick Learner • Positive Attitude • Self-Motivated • Adaptability • Problem-Solving • Willingness to Learn

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Place: Chennai

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