



MEHA KRISHNARAJ

BTECH & MBA

EDUCATION

MBA (HR & IB), Calicut University, (2016-2018)

PG DIPLOMA, Annamalai university, (2017-2018)

BTECH (EC), Mahatma Gandhi university, (2012-2016)

WORK EXPERIENCE

- **Maru consultants W.L.L**
Administration Coordinator (working)
 - ✓ Dealing with email enquiries
 - ✓ General office management
 - ✓ Preparing, organizing & storing information in paper & digital form.
 - ✓ Sending quotation
 - ✓ Dealing with customers through mails
- **LAKSHMI DEVI AUTO GARAGE – Administration**
 - ✓ Telephone etiquette
 - ✓ Dealing with email enquiries
 - ✓ Taking minutes
 - ✓ Diary management and arranging appointments, booking meeting rooms and conference facilities
 - ✓ Data entry (sales figures, property listings etc.)
 - ✓ General office management such as ordering stationary
 - ✓ Arranging both internal and external event

PROFILE

To work in a firm with a professional driven environment where I can utilize, and hone my technical and professional knowledge and skills which would enable me, to grow while fulfilling organizational goals. To start my career for the new learning and add some value to the profitability of the organization. A highly organized and hard –working individual looking for a responsible position to gain practical experience.

CONTACT

PHONE:

35458513

EMAIL:

mehakrishnaraj@gmail.com

LOCATION

JUFFAIR, BAHRAIN

NATIONALITY: INDIAN

Date of Birth:

21/04/1993

Marital Status:

Married

INTERPERSONAL SKILL

- ✓ Dedicated
- ✓ Empathetic
- ✓ Good leadership quality
- ✓ Effective team player.
- ✓ Drawing skill

EXPERIENTIAL LEARNING

Company Name:-

PICT COMPUTER EDUCATION –PUDUKKAD

TITLE:-

GRAPHIC DESIGNING AND ANIMATION on following subject computer fundamentals, MS-Dos, MS-Windows XP, Fundamental of manual designing, Corel Draw, Adobe Photoshop & Macromedia flash

Duration: -

THREE MONTHS

Grade: - A

IT PROFICIENCY

- ✓ **Diploma: Graphic Designing & Animation**
- ✓ **Microsoft Office Excel, Microsoft Office Power Point**
- ✓ **Language: C++, C, MAT Lab, Embedded**
- ✓ **General and graphic application: HTML**
- ✓ **Operating system: windows xp, windows 7, windows 8**

ACHIEVEMENTS & CO-/EXTRA –CURRICULAR ACTIVITIES

- Certificate of achievement for “BEST PERFORMANCE AWARD 2016-2018BATCH”in holy grace academy of management studies
- Participated in AIMA ‘Management Olympiad’.
- Main coordinator of international Management fest ‘LEGADO’ conducted in Holy Grace Academy of Management Studies.
- Successfully completed Water Rescue ,Trekking ,Cave Exploration and Para gliding programs conducted at Vagamon
- Participated in inter college management fest MANAJOGALA at Holy Grace Academy of Management Studies.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

MEHA.K. Y