






Dhivya Braveen Rajesh

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SKILLS

- Operations Support
- Administrative Support
- English language Fluency
- Microsoft Office
- Team Player

SOFTWARE

- Agile Methodology
- Service Now
- Active Directory

LANGUAGES

- English
- Tamil

Ability to learn quickly, advance computer proficiency and training in industry operations. Flexible and hardworking team player focused on boosting productivity and performance with conscientious and detail-oriented approaches.

SELF LEARNING

- Updating myself with latest technologies related to IT Support
- Fluent in English
- Tools learnt – Service Now
- Gained Knowledge in Active Directory

Internship Student |United Techno Info Systems

Chennai, Tamil Nadu - July 2012 - October 2012

- Provided clerical support, addressing routine and special requirements.
- Produced high-quality communications for internal and external use.
- Answered and transferred incoming telephone calls, taking messages for various staff members.
- Helped with administrative support by managing incoming calls, coordinating files and sorting mail.
- Interacted with customers by phone, email or in-person to provide information.

EDUCATION

| Qualification | Board/university | Year of study | Percentage |
|---------------|-------------------------|---------------|------------|
| B.Tech (CSE) | Kalasalingam university | 2009-2013 | 7.4 CGPA |
| HSC | State board | 2008-2009 | 75.3 % |
| SSLC | State board | 2006- 2007 | 74 % |