NARMATHA A

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PROFESSIONAL SUMMARY

Detail-oriented and tech-savvy Bachelor of Computer Applications (BCA) student with a strong foundation in programming, database management, and software development. Proficient in core languages like Java, Python, and SQL, with hands-on experience in web development, front-end frameworks, and object-oriented programming. Skilled in analyzing, designing, and implementing effective software solutions and passionate about learning emerging technologies like cloud computing, machine learning, and mobile app development. Known for problem-solving abilities, teamwork, and a drive to apply knowledge to real-world applications. Eager to contribute to dynamic projects in a collaborative, growth-focused environment.

EDUCATION

BCA (Bachelor of Computer Applications**)**

Periyar University, (Namakkal, Tamil Nadu)

2019-2022

Score - 84%

TECHNICAL SKILLS

- **Micro Soft** (Excel, Power Point, Word)
- **Programming language** (Basic C, C++, Java)
- **Type Writing** (English, Tamil)

SOFT SKILLS

- **Communication**: Clear and effective verbal and written communication Attention to Detail
- **Teamwork**: Ability to work collaboratively in a team environment
- **Problem-Solving**: Strong analytical and critical thinking abilities
- **Adaptability**: Flexibility to adjust to changing situations and demands
- **Time Management**: Ability to prioritize tasks and meet deadlines

PROFESSIONAL EXPERIENCE

Customer Service Executive

E-Sevai Maiyam – Kattuputhur,Trichy

Sept 2023 – Aug 2024

- Provided efficient support for citizens using e-services, including Aadhaar updates, PAN registration, and other government applications.
- Handled daily operational tasks, documentation verification, and customer record maintenance.
- Ensured accuracy in data entry and guided users on digital applications and online service systems.
- Developed strong problem-solving skills in troubleshooting technical issues related to e-service platforms.

CERTIFICATION

- Techno Wizard 2k20
- Smart Phone Servicing and Troubleshooting

ADDITONAL INFORMATION

Date of Birth   : 15.06.2002
Gender   : Female
Material Status   : Single
Languages Known : English, Tamil