

RESUME



STELLA MERLIN

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Address : 223, Srivari gardens, near Prakasham nagar, Premiere nagar, Othakalmandapam, Coimbatore
– 641023

PROFESSIONAL SUMMARY :

Dedicated and detail-oriented Office Administrator with a Diploma and strong organizational skills. Skilled in managing day-to-day office operations, coordinating schedules, and maintaining accurate records. Seeking a challenging role to contribute to the organizational efficiency and achieve professional growth.

EDUCATION QUALIFICATION :

- ❖ **Marriammal girls higher secondary school** : (apr 2016)
SSLC
CGPA : 80%
Coimbatore , TN

- ❖ **Nachimuthu polytechnic college** : (march 2021)
Diploma in Electronics and communication Engineering
CGPA : 78%
Coimbatore, TN

- ❖ **IPCS** : (dec 2022)
Programming language course
Coimbatore TN

SKILLS :

- ❖ Time Management
- ❖ Quality Analysis
- ❖ Communication skills
- ❖ Data Administrator
- ❖ Organizational skills

EMPLOYMENT HISTORY :

PCB ENGINEER :

(June 2021 – July 2022)

SAI SHARAN ELECTRONICS, Coimbatore

- ❖ Assembled and tested printed circuit boards (PCBs) using surface-mount technology (SMT) and through-hole components.
- ❖ Performed soldering of electronic components, ensuring precise connections and adherence to quality standards.
- ❖ Operated and maintained SMT machines and ensured smooth production processes.
- ❖ Conducted fault diagnosis and troubleshooting of defective boards using voltmeters, ammeters, and other testing tools.
- ❖ Utilized voltmeters, ammeters, oscilloscopes, and other diagnostic tools to ensure equipment met design parameters.

QUALITY ASSURANCE :

(Aug 2022 - Sept 2023)

VVDN TECHNOLOGIES, Coimbatore

- ❖ Conducted quality inspections on BOAT wired headsets, ensuring adherence to company standards and specifications.
- ❖ Performed functional testing of headsets, including audio clarity, wiring durability, and compatibility with devices.
- ❖ Prepared detailed reports on test outcomes and provided feedback for design and manufacturing improvements.
- ❖ Monitored production processes to ensure quality assurance protocols were consistently applied.
- ❖ Tested wired headsets for durability under various stress conditions, including pull and bend tests.
- ❖ Maintained accurate records of quality control checks and generated reports for senior management.

PERSONAL INFORMATION :

NAME : Stella Merlin
Phone no : 9786408074
Email : mandrosemerlin@gmail.com
Location : Coimbatore, Tamilnadu
Date of birth : 11/01/2002
Languages known : Tamil (Native) , English (Intermediate)

