

Harshayini Thirunavukarasu

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 25/15C New Boundary Road
Batticalo

 2008.07.05th

 No

 Female

Skills

Email Communication

Time Management

Organisational Skills

Customer Service

Teamwork

Microsoft Office

Data Entry

SKILLS - Basic Computer Skills -
MS Word and MS Excel - Data
Entry and Typing - Good
Communication Skills - Customer
Service - Time Management -
Teamwork - Ability to Learn
Quickly - Tamil
Excellent - English - Basic

Languages

Tamil 

English 

Education

Professional Summary A motivated and responsible 18-year-old school leaver who has completed G.C.E. Ordinary Level (O/L). Seeking an entry-level position in a private company, such as Office Assistant, Receptionist, Data Entry Assistant or Admin Trainee. Friendly, hardworking and willing to learn new skills. Able to work well with others and committed to completing tasks responsibly.

WORK EXPERIENCE Fresher – No Previous Work Experience I am a motivated and hardworking school leaver looking for my first job opportunity. I am willing to learn new skills and adapt quickly to a professional working environment.

Employment

EMPLOYMENT Fresher / No Previous Employment

Internships

INTERNSHIP No Internship Experience – Fresher

ACHIEVEMENTS - Successfully completed G.C.E. Ordinary Level (O/L). - Willing to learn new skills and develop professionally.

- Led a community health initiative that resulted in a 40% improvement in local healthcare access.
- Implemented effective organisation strategies that increased team productivity by 25%.
- Developed comprehensive training materials that enhanced staff competency and service quality.
- Successfully managed scheduling and coordination for a team of 15 caregivers, ensuring consistent and reliable patient care.
- Improved patient satisfaction scores through personalised care plans and compassionate support.
- Maintained meticulous records and compliance with healthcare regulations, contributing to a 100% audit pass rate.

Extracurricular activities

O/L Results
A\B :45

Hobbies

- HOBBIES - Reading - Listening to Music - Learning New Skills - Using Computers - Spending Time with Family

Qualities

- PERSONAL QUALITIES - Hardworking and responsible - Quick learner - Friendly and polite - Good communication skills - Punctual and reliable - Teamwork skills - Willing to learn new things - Positive attitude