**CLIVE.A**

**PERMANENT ADDRESS**

No. 7 A BLOCK , 80th street, Ashok Nagar, Chennai-600083

**Mobile-7092994195**

**PERSONAL PROFILE**

I am an organised and dedicated candidate, with excellent attention to details and strong time

Management skills. I enjoy work that is challenging, interesting and allows me to take ownership

I am looking for a new career challenge now.

**PERSONAL INFORMATION**

**Date of Birth :** 05 JUNE 1993

**Sex :** Male

**Father’s Name :** Anthony Maria Dass

**Nationality :** Indian

**KEY SKILLS AND QUALITIES**

* MS Office
* Digital Videography & Photography (National Film Development Corporation)
* Basic Film Editing
* Adaptable and Flexible
* Time Management
* Attention to Details
* Strong Customer-focused Approach
* Focused Professional
* Tamil Typing

**EDUCATION**

**LOYOLA COLLEGE OF ARTS AND SCIENCE**

**2011-2014**

**Degree**

Bachelor of Commerce

Completed

**STELLA MATRICULATION HIGHER SECONDARY SCHOOL**

**2008-2009**

**Qualification**

**S.S.L.C**

Completed

**MGR HIGHER SECONDARY SCHOOL**

**2010-2011**

**Qualification**

**H.S.C**

Completed

**LANGUAGES KNOWN**

**English :** Read, Write, Speak

**Tamil :** Read, Write, Speak

**CHARACTERISTIC FEATURES**

* Easily mingle with colleague
* Fast learner
* Independent working
* Self reliant
* Willing to learn new thing
* Never back down from any challenge

**WORK EXPERIENCE & DESIGNATION**

* Jai Advertising (Internship)
* Digiscape – Data Entry Operator ( For Thanthi)
* Tamil Nadu Housing Board – System operator, (Allotment, DCB Maintanence, BRS, Trial Balance, Journal, Paybill)
* Lionbridge Technologies – Tamil Translator

**EXTRA CURRICULAR ACTIVITIES**

* Football
* Cricket
* Carrom

I hereby declare that the above stated information is true to my knowledge

**CLIVE.A**