

P.SRIDEVI

FREELANCER

Address Chennai, India 600071

Phone 09790930675

E-mail sridevpalani@gmail.com



To work in the revolutionary freelance industry, where I can utilize and develop my skills, and grow towards the dynamic future ahead.



Skills

- Tamil transcription ◆◆◆◆◆
- Tamil Translation ◆◆◆◆◆
- English Transcription ◆◆◆◆◆
- Lead generation ◆◆◆◆◆
- Virtual Assitance ◆◆◆◆◆
- Back end developer ◆◆◆◆◆



Work History

- Apr 2023 - Current** **Virtual Assistant**
Suganya, Pudukkottai
 - Executed travel arrangements by researching and booking flights and accommodations.
 - Managed electronic and paper filing systems by updating paperwork, maintaining documents, and accurately recording information.
 - Completed business correspondence, transcription, and data entry.
 - Answered and screened calls to provide information, schedule appointments and take detailed messages.
- Oct 2023 - Feb 2024** **Tamil Transcriptionist**
Jun Wan
 - Used headsets and transcribing software to take dictation of medical documents.
 - Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.
 - Reviewed completed reports for proper formatting, grammar, and sentence structures.



Education

Jan 2015

B.E in Electronics & Communication Engineering

Rajalakshmi institute of technology

- University/Board: Anna University
- GPA: 8.48

Jan 2011

Higher Secondary

Sarojini varadappan girls higher secondary school

- University/Board: State board
- GPA: 92.66%

Jan 2009

SSLC

Sarojini varadappan girls higher secondary school

- University/Board: State board
- GPA: 93.40%



Certifications

BSNL SILVER certified(EETP)

BSNL GOLD certified(EETP)

BSNL PLATINUM certified(EETP)



Personal Information

- Father's Name: Palani.S
- Date of Birth: 05/12/93



Areas Of Interest

- Computer Networks
- Digital Electronics



References

Mrs.Manimegalai.S M.E, Assistant Professor, ECE Dept, RIT, sathyasri.me@gmail.com



Training Program

Employability Enhancement Training Program(EETP) A joint initiative of AICTE and BSNL