

# Curriculum Vitae

A. Karthik  
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## **CAREER OBJECTIVE:-**

A dedicated and detail-oriented administrative professional with over **13 years of experience** in government office administration and public dealing. Seeking to contribute my organizational, communication, and documentation skills to a growth-oriented organization while continuously enhancing my professional capabilities.

### ***University Grants Commission (UGC), Delhi South***

#### **Lower Division Clerk (Contract Basis) 2012 – December 2025**

- Drafted and processed official correspondence, notes, and records in accordance with government procedures
- Managed day-to-day administrative and clerical operations of the office
- Maintained files, registers, databases, and confidential records with accuracy and accountability
- Coordinated effectively with officers, staff, universities, and external stakeholders
- Handled telephone calls, emails, and public queries in a professional manner
- Assisted in data compilation, reporting, and record verification
- Performed secretarial duties including dictation and document formatting
- Assisted in organizing official meetings, events, and office functions

#### **Fee Nivaran Cell – Key Contributor**

- Efficiently resolved student fee-related grievances in a time-bound and transparent manner
- Acted as a liaison between students, administrative staff, and concerned authorities
- Ensured proper documentation and follow-up for grievance redressal

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### ***Magus Customer Dialog***

#### **Customer Care Executive (CCE) 4 Months**

- Responded to customer queries and provided accurate product information
- Successfully upsold company products while maintaining customer satisfaction

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- Maintained call quality standards and service benchmarks
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## **TECHNICAL & OFFICE SKILLS**

- Proficient in **MS Office (Word, Excel, PowerPoint)**
  - Strong knowledge of office administration and documentation
  - Data handling, record management, and filing systems
  - Email communication and office coordination
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## **EDUCATIONAL QUALIFICATIONS**

- **B.Com. (Pass)** – University of Delhi
- **12th Standard** – CBSE Board
- **10th Standard** – CBSE Board

### **PERSONAL DETAILS:-**

Father's Name : K. Anbalagan  
Date of Birth : 10<sup>th</sup> July 1991  
Gender : Male  
Religion : Hindu  
Language Known : English,Hindi, Tamil  
Marital Status : Unmarried

Date:  
Place:

(A. Karthik)