

# Nithya kalyani Rajesh

Chennai, Tamil Nadu

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+91 93452 80530

## Personal Details

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**Date of Birth:** 1986-10-07

**Eligible to work in:** India

**Highest Career Level:** 5+ years experience

**Industry:** Administrative Assistance

**Total years of experience:** 15

## Work Experience

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### Office Assistant

Indogas Pvt Ltd - India

September 2004 to March 2020

Cylinder Accounts, cylinder transaction details, Stock, letters and quotation, rental billing.

## Education

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### Diploma in Computer application

Csc - Kovilambakkam, Chennai

## Skills / IT Skills

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- Microsoft office. (10+ years)
- Communication skills
- English
- Customer service
- Microsoft Word
- Microsoft Excel
- Computer skills