

# RESUME

## P.YUVASHREE

No.21/3, Manika Vinayagar Kovil Street,  
Ramapuram, Ambattur,  
Chennai – 600 053.

E-Mail ID : [yuvashreeyuvashree874@gmail.com](mailto:yuvashreeyuvashree874@gmail.com)

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### **CAREER OBJECTIVE :**

I looking forward to a challenging a carrier with exciting growth Opportunity in any field of work. Where I can become a integrate part of institution and contributes towards its growth through personal.

### **ACADEMIC QUALIFICATION:**

COURSE	NAME OF THE INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	% OF MARKS
B.Com (Corporate Secretaryship)	Bhaktavatsalam Memorial College for Women	Madras University	2023	77%
HSC	Sethu Bhaskara Matriculation Hr. Sec. School	STATE	2020	86%
SSLC	Sethu Bhaskara Matriculation Hr. Sec. School	STATE	2018	80%

### **COMPUTER SKILLS :**

- MS-Office
- DCA - Tally Prime

### **SKILL SET :**

- Hard Working
- Capability of Interacting with others using good communication skills
- Highly Motivated and Confident

**WORK EXPERIENCE :**

➤ Fresher

**PERSONAL DETAILS :**

Father's Name : S.PURSHOTHAMAN

Date of Birth : 28.01.2003

Gender : Female

Marital Status : Single

Nationality : Indian

Languages Known : Tamil & English

**DECLARATION :**

I hereby declare that the above-furnished details are true to the best of my knowledge and I assure you that if placed at your esteemed organization, I would do my job with utmost sincerity and to the best satisfaction of my superiors.

Date :

Place:

**(P.YUVASHREE)**