

SANJAY. Y



CONTACT

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OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS

- Problem solving
- High-level writing and verbal communication skills
- skills in managing computer OS and MS office
- Can execute the task within given time
- Ability to work as part of a team
- Account management

LANGUAGE

- ✓ Tamil
- ✓ English

ACTIVITIES

- Press club
- Outreach activities
- Participating in social activities

INTERESTS

- Dancing
- playing cricket

EDUCATION

Loyola college Chennai B. COM corporate secretaryship 7.38%	2023
Assumption higher secondary school Chennai H S C 71%	2020
Santhome higher secondary school Chennai S S L C 62%	2018

ADDITIONAL QUALIFICATION

D C A (DIPLOMA IN COMPUTER APPLICATION)

Excellent computer centre chindhripet

83%

HARD SKILLS

Knowledge of MS access

Experienced with TALLY ERP9 PRIME with GST.

ACHIEVEMENTS & AWARDS

- ✓ I achieved 98.9% attendance in college 1st year
- ✓ I got 2nd prize in group dance