

RESUME

DIVYA N

Email Id : divyanagarajan1409@gmail.com

Mobile : 9384272889

Objective:

To Continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefit mutual growth and success.

Experience:

➤ Procut Machine Tools 2021-2023

Administrator

- One year and eight months experience in administration field and good in Accounts.
- Maintaining daily works, responding to customer phone calls and solving their queries and performing billing tasks with 100% Accuracy.
- Generating invoices and account statements and maintaining accounts receivable files and records.
- Receiving material and invoice, maintaining and updating an accounts payable ledger and generating financial statements and reports.

Academic Profile:

- Bsc. Mathematics from Avinashilingam Institute for Home science and Higher Education for Women (2021), with 87.2%.
- HSC from Government Higher Secondary School (2018), with 77.8%.
- SSLC from Government Higher Secondary School (2016), with 87.6%.

Technical Expertise:

- MS Office
- Desktop Publishing

Skills:

- Self motivator
- Hard Worker
- Positive Behaviour

Workshop:

- Attended Workshop on “**Vedic Mathematics**” in Avinashilingam Institute for home science and higher education for women.

Achievements:

- Won prizes in Athletics and Kho Kho.

Activities:

- Listening Some Mysterious and Motivational Stories.

Personal Details:

Date of birth : 14-09-2000

Languages known : Tamil and English

Marital status : Single

Hobbies : Drawing, Hearing Songs and Tailoring

Address : 28, Park City, Appanaicken Palayam,
Vadamadurai(post),
Coimbatore - 641017

Place : Coimbatore

Date :

Signature
Divya.N