

RESUME

R.PRIYA,

E-Mail id: riyaravikulavai9@gmail.com

Mobile No.: 7397255683

CAREER OBJECTIVE:

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

EDUCATIONAL QUALIFICATION :

Course	Institution / College/ University	Year of Passing	% of Marks
M.Com	Bharathidasan University Constituent College for Women Orathanadu	2019	70%
B.Com	Bharathidasan University Constituent College for Women Orathanadu	2017	68%
H.Sc	Govt. Girls Higher Secondary School, Orathanadu	2014	74%
SSLC	Govt. Girls Higher Secondary School, Orathanadu	2012	56%

TECHNICAL SKILLS:

- Fundamental Knowledge on application such as Ms-Word, Excel & Power Point.
- Type Speed in English -35 to 40WPM and Accuracy 95%.
- Working knowledge in internet.

EXPERIENCE:

✚ One year working as a Data Operation at Exela Technologies Pvt. Ltd
Thanjavur.

One Year working as a Associate - Order to cash in (from 06/04/2022 to
31/05/2023)

Capgemini Solutions Pvt Ltd

- Accounts Receivable (AR)
- Invoice presenting
- Verifying Vendor invoices
- Utilised Mainframe & SAO software to create and update client policies and billing information
- Processing invoice for Payment

PERSONAL PROFILES:

Name : **R. Priya**
Father's Name : U. Ravichandran
Date of Birth : 18/02/1997
Sex : Female
Marital Status : Unmarried
Nationality : Indian
Language Known : Tamil & English
Address : Middle Street,
Kulamangalam - (PO)
Orathanadu (T.K), Thanjavur(DT),
Pincode : 614 019

DECLARATION

I hereby declare that the above furnished details are correct and complete to
the best of my knowledge.

Place:

Yours Faithfully,

Date:

[R.PRIYA]