

LEKHA.G
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KALAMPALAYAM (PO)
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OBJECTIVE:

To build up a career with corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

PERSONAL SKILLS:

Dedicated, Responsible, Flexible

EDUCATIONAL DETAILS:

COURSE	NAME OF THE INSTITUTION	BOARD OF STUDY	YEAR OF PASSING	% of Marks
Mcom(CA)	BHARATHIAR UNIVERSITY	University	2011-2013	60%
Bcom(CA)	RVS – SULUR	Autonomous	2008-2011	72%
HSC	P.S.G.R Krishnammal Girls Higher Secondary School	State Board	2007-2008	75%
SSLC	Corporation Girls Higher Secondary School	State Board	2005-2006	73%

WORK EXPERIENCE:

- Worked as Customer Relation Executive at Anamallais Agencies (P) Ltd.,Coimbatorefrom (August2016 to April 2018)

SOFTWARE EXPOSURE:

- Packages : MS-Office
- Languages : C, C++ (Basic Knowledge)
- Application Software : VB6.0

AREAS OF INTEREST:

- Accountancy
- Computer Applications
- Tally

PERSONAL DETAILS:

Age & Date of Birth : 32 Years & 09.09.1990

Sex : Female

Marital status: : Married

Religion : Hindu

Nationality : Indian

Languages Known : English, Tamil, Kannada

EXTRA QUALIFICATION:

- Certificate in Completed in Tally ERP.9
- Certificate in Typewriting Exam (Lower)

DECLARATION:

I hereby declare that all the information provided by me above are true to the best of my knowledge.

Date:

Place: Coimbatore

Yours Truly

(G.Lekha)