

## Vijayalakshmi S

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### CHARACTERISTIC

Current Location	TNHB Colony, Velachery, Chennai, 600 042
Date of birth	June 04, 1994
Language	Tamil, English.

### SCHOLASTIC

Bachelor Education	English, Tamilnadu Teachers Education University in 2018 with 79%
Bachelor	English Literature, Madurai Kamarajar University in 2016 with 56%

### TECHNICAL ADROITNESS

-MS Word      -MS Excel      -MS Power Point      -Adobe Acrobat (File Converter)      -Google Meet

-Windows OS      -Mac OS      -Google Docs      -Google Sheet      -Google Slide      -Google Forms

-ZOHO Books Basics

### ORGANISATION ADROITNESS

-Organize Files and Folders      -Document Version Control      -Ensure Quality and Accessibility

-Team Collaborations and Delivery      -Decision based on Priority

### WORK PREDILECTION

Looking for	Day shift
Can start working	immediately
Preferred location	Chennai

### AWOWAL

I declare that the above all are true to best of my knowledge.

Vijayalakshmi, Chennai