

Vijaya Lakshmi P

Email : viji17lakshmi@gmail.com

6379350949

CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization Which recognizes the value of hard work and trusts me with responsibilities and Challenges.

ACADEMIC DETAILS

Qualification	Institution/University	Year	Percentage
M.com	GSS Jain College For Women, chennai	2023	85%
B.com Corporate Secretaryship	Chevalier T.Thomas Elizabeth College For Women's	2021	71%
HSC	Lourdes girls Hr. School	2018	70%

SKILLS

- MS Office
- Honour's Diploma in Computer Application
- Good knowledge in Tally Essential Comprehensive
- Leadership
- Creativity
- Self Motivated, Ethusiastic and Controlled to meet challenges
- Quick Learner and Hard Worker.

INTERNSHIP

- Green Access Tax Consultancy
(Role : Accounting & Audit)

ACHIEVEMENTS

- Best Volunteer in Department of service Learning
- Football player

INTERESTS

- Social Activities
- Scribe Exam
- Computer Based Works

PERSONAL DETAILS

Father's Name	:	B.Prabakaran
Date of Birth	:	17/10/2000
Gender	:	Female
Marital Status	:	Single
Address	:	No.14/37 Bunder garden main Street, Perambur, Chennai-600011

LANGUAGES KNOWN

Tamil	:	Read, Write, Speak
English	:	Read, Write, Speak

DECLARATION

I hereby Declare that above Said information is true for the best of my Knowledge

Vijaya Lakshmi P