

OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

EXPERIENCE

2020 - 2021	Greennehrs Agro - Krishnagiri OFFICE ADMINISTRATION Data Entry MS word Excel sheet File
01/12/2021 - 31/07/2022	H D B Financial services - Gandhipuram Telecaller Tamil Telecaller

EDUCATION

2014	St Francis Xavier, Higher Secondary School, Periyakodiveri,2104 S.S.L.C 71%
2016	Government Higher Secondary School D.G.Pudur H.S.C 84%
2019	Government Arts and Science College Sathiyamagalam Bachelor Of Commerce 63%
2020	NCVT Course Curriculum BPO Non Voice 80%
2020	Don Bosco Institute Karamadai DEBIT RECOVERY AGENT 75%

SKILLS

- OPERATING SYSTEM : Windows 95/98/2000/XP SOFTWARE INTERNET: photoshop MS Office Excel Sheet

PERSONAL DETAILS

- Date of Birth : 19/10/1999
- Marital Status : SINGLE
- Gender : FEMALE
- LANGUAGE KNOWN : TAMIL, ENGLISH
- BLOOD GROUP : O POSITIVE

AREA OF INTEREST

- Management Work
Team Work

SPECIALIZATION

- MAJOR :
Commerce
Accountancy

PERSONAL QUALITY

- Willingness to learn
Decision masking
Team management

DECLARATION

- I hereby declare that the above mentioned information is correct to best of my knowledge

Date :

Place :