

REQUISITION LETTER

RENJINI.C
Jyothinager,3r Street
Ramnuja Nagar,
Hopes Road,Cbe.
Mob: +91 8838468296
Email: ranjinivj9@gmail.com

The Director

Respected Sir/Madam

I take the opportunity to apply in your esteemed organization. I believe that I have the skills and qualities that an organization of your nature and stature would require. Further, I would like to inform you that I am willing to learn and undergo any training that would help me to improve my knowledge for the benefit of satisfying your company's strict standards.

More so, I would be very glad to attend an interview at your most convenient time to answer any additional queries or information regarding the said application. Attached herewith is a copy of my CV for your perusal.

Finding that this merits your most favorable consideration and much awaited reply.

Thanking you,

RESUME

RENJINI.C
3rd street,Jyothinager
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Hopes Road,Cbe.
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Career objective.

To administrative support offering versatile office management skills and proficiency in Microsoft office programs..strong planner and problem who readily adapts to change,works independently and exceeds expectations.

Personal Qualities.

- Problem solver.
- Multi tasker.
- Knowledge in Admin activities.
- Time management skills.

Employer.

- 4 years experience as Admin.

Key Responsibility Handled.

- Answering a multi line telephone system.
- Updating various excel spreadsheets for employees benefits and various companies related spreadsheets.
- Experience in microsoftword
- Experience in Accounts handling
- Response to Mail.
- Responding to all company enquiries.
- Making sure that every employees aware of safety procedures before they start work at the facility.
- Discuss with high authorities.
- Telemarketing.

Education.

- B.B.M graduate from Bharathiyar university with First Class.
- MBA -Finance graduate from Bharathiyar university with First class.

Hobbies.

- Using internet.
- Reading books.

Personal Details.

Name : Ranjini.V.J
Father Name : Jaganathan
Mother's Name : Lakshmi Jagannathan
Date of Birth : 01-01-1991
Sex : Female
Nationality : Indian
Marital Status : Married
Religion : Hindu ,Boyar

Languages Known.

- Read : English, Malayalam, Hindi
- Speak : English, Malayalam,Tamil
- Write : English, Malayalam, Hindi

Strength.

- Assertive at work and maintain effective work.
- Can able to work well as individual and also in a team.
- Willingness to learn, adapt new technology in a very short period of time.

Declaration.

I, here by declare that all the information stated above is true to the best of my knowledge and belief.

Date:
Place:

(RANJINI.C)