

RESUME

Name : SARANYA.S
Contact : 9087682744
E-mail : saranyacssdkm@gmail.com

Objective:

To work in a healthy, innovative and challenging environment extracting the best outcome, which is conducive to learn and grow at professional as well as personal level, there by directing my future endeavour's as an asset to the organization.

Academic Qualification:

U.G

B.com
June 2017 – October 2020
Sri Devi Arts and Science College.
Percentage= 78%

H.S.C

GOVT HR SEC SCHOOL Percentage 75%

S.S.L.C

June - 2014
GOVT HR SEC SCHO
Percentage = 60%

Skills sets include the following:

Operating system : Window 9 8 to the latest version windows 10,11

Office and other publisher : **MSOffice -word,Excel,Power point Petty cash handling, Tally ERP 9,E way bill, management ,preparation of budget etc..**

Administrative works

Program organizer (sports)

Extra Curricular Activities:

- Ability to work, both as an individual & in team environment
- Hard Working and Sportive Person
- Have ability to think new and better ways of doing things
- Have ability to interact effectively with people at all levels

Experience

Emerald sales corporation

One and half year experience on this company

Administrative



Edit with WPS Office

South India pest control

2 year experience on this company **SET&O** and **admin**

Interest & Activities

:Active Participation in different events organized by school & college

:Reading G.K book

Personal profile

Name	: Saranya.s	
Father name	: k.saravanan	I
Mother name	: CHithra	
Date of birth	: 24 /0 8/19 9 8	
Gender	: Female	
Nationality	: Indian	
Marital status	: Single	
Language know	: Tamil,English and Hindi :	
Permanent address	5/403 periyar st p.T.moorthy nagar ,padiyanallur Chennai- 52 ,	
Contact No.	:+9 1 -9087682744	

hereby declare that the above information furnished is true to the best of my know ledge

Place : Chennai.

your Sincerely

Date. :

(SARANYA.S)

