

SANGEETHA.S

Vannamada (po)

Palakkad 678555

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OBJECTIVE:

To become a good professional where my skills are strengthen and utilized for the execution of challenging opportunities in a reputed organization for its growth.

EDUCATION QUALIFICATION:

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
S.S.L.C	GMRS SCHOOL	STATE BOARD	2011	75%
H.S.C	GHS	STATE BOARD	2013	65%
B.COM WITH FINANCE	Govt. Arts & Science college kozhinjampara	Calicut university	2016	65%

TECHNICAL SKILLS:

- Operating System : windows7,8
- Packages known : ms office, tally erp.9, Peach tree, Quick Book

STRENGTH:

- Patient
- Positive attitude
- Quick learner.

HOBBIES:

- Craft work
- Reading books.

WORK EXPERIENCE:

- Tele caller at sri sai enterprises in one year
- Office Staff & Billing Staff at Ambuja industries in 6 months
- 6 months work for Ads posting
- Office Staff at Genius Attestation in 6 months
- Moderator at Floating Numbers Digital Solutions pvt (ltd) in 1 year and 6 months

PERSONAL DETAILS:

Father's Name : Manoharan.M

Date of birth : 17.08.1995

Gender : Female

Marital status : Married

Nationality : Indian

Linguistic abilities : Tamil, English, Malayalam

DECLARATION:

I declare that the above mentioned details are true to the best of my knowledge and belief.

Place : moongilmadai

Date :

Signature

Sangeetha.S