

# **RESUME**

**S.SANJAY**

No.134/104, Chellappa Street,  
Otteri, Chennai – 600 012.

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## **CAREER OBJECTIVE:**

I am Self-reliant that I can serve the company by bestowing with creative ideas. Being robust in motion, I would like to play a key role in development of the company.

## **ACADEMIC CREDENTIALS:**

- SSLC - Sir MCTM.Muthiah Chettiar Boy's Higher Sec.School
- HSC - Sir MCTM.Muthiah Chettiar Boy's Higher Sec.School
- VISCOM - APPOLLO INSTITUTE

## **EXPERINCE:**

- Worked as an clerk in Advocate Office for 4 years.
- Worked as an Admin in Global Gold foundation for 6 months.

## **SOFTWARE PACKAGE:**

- Computer Exposure – MS Office

## **EXTRA SKILLS:**

- Typewriting (Lower)

## **PERSONAL SKILLS:**

- Dedication
- Punctuality
- Willingness
- Coordinate

## PERSONAL DETAILS:

➤ Father's Name	:	D.SARAVANAN
➤ Date of Birth	:	04.06.1999
➤ Gender	:	Male
➤ Religion	:	Hindu
➤ Nationality	:	Indian
➤ Marital Status	:	Unmarried
➤ Email Id	:	kathisanjay0331@gmail.com
➤ Language Known	:	English (Read & Write) Tamil (Read – Write – Speck)

## DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Yours Faithfully

Place : Chennai

Date :

**(SANJAY.S)**