

Madhubala Srinivasan

System admin - GA industries India Pvt Ltd

Thanjavur, Tamil Nadu 613202

smadhubala39_y3b@indeedemail.com

+91 86102 81724

An Opportunity to Perform in a Dynamic Company that Leverages my expertise provide opportunity to build relationships and Long-Term Business Goals.

Work Experience

Admin Executive

DEVI BOTTLES LLP - Thanjavur, Tamil Nadu

June 2017 to August 2018

Education

B.E in ECE

ANJALAI AMMAL MAHALINGAM ENGG COLLEGE

August 2010 to July 2014

KALYANA SUNDARAM HIGHER SECONDARY SCHOOL - Thanjavur, Tamil Nadu

2010

S.S.L.C in AMMANPET

ARUL NERI HIGH SCHOOL

2008

Skills / IT Skills

- TALLY.ERP9 (2 years)
- English
- Customer service
- Microsoft Word
- Microsoft Excel
- Typing
- Computer skills
- Communication skills

Additional Information

TECHNICAL SKILLS

- Operating system: Windows 98, 2000, XP, Windows '7, Tally ERP 9.