

RESUME

JEANNE SINDHUJA R,

Mail id: jeannesindhu@gmail.com

No.263, M.K.Street

Mobile no: 9677539032

Tuticorin- 628002.



OBJECTIVE

Seeking a responsible and challenging position in a growth oriented progressive Institution where my skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

ACADEMIC EXCELLENCE

Qualification	Year of Passing	Institutions	Percentage
BBA (BUSINESS ADMINISTRATION)	2014	ST.MARY'S COLLEGE AUTONOMOUS	First class
HSC	2011	KARAPETTI NADAR GIRLS HIGHER SECONDARY SCHOOL	81%
SSLC	2009	KARAPETTI NADAR GIRLS HIGHER SECONDARY SCHOOL	73%

COMPUTER SKILLS

- Microsoft Office
- Tally ERP 9

EXTRA QUALIFICATION

- Front Office Management Course Attended in St. Mary's college

AREA OF INTEREST

- Tele communication
- Teaching

PERSONAL SKILLS

- Self-Motivated
- Positive attitude and enthusiastic teamwork

WORKING EXPERIENCE

- ❖ Worked in SAMSUDEEN & ZUBIER auditor office as supportive staff.
- ❖ Worked in Nextel (Airtel) in Tele communication sector.
- ❖ Worked in HDFC Bank in Two Wheeler loan section.
- ❖ Worked in JOBIX MANPOWER CONSULTANCY as Business Development Executive.
- ❖ Worked in SHELL IT SERVICES as Business Development Executive
- ❖ Worked in KIDDIES WORLD NURSERY AND PRIMARY SCHOOL as a Teacher

PERSONAL DETAILS

Name : R. JEANNE SINDHUJA

Date of Birth : 27.12.1991

Age : 31

Husband Name : Z. Ahamed Harris

Marital Status : Married

Language Known : English, Tamil

DECLARATION

I do hereby that the particular of information and facts started here in above are true, correct and complete to the best knowledge and belief.

Date:

Place: Tuticorin

(R.JEANNE SINDHUJA)

