

- **Mobile No : 9487389277**
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C.KUMARI ANANDHI
W/O A.POOBALAN,
No.45E, Athikulam Street
Kumaran theater Backside
Medavakkam
Chennai - 600100.

CURRICULAM VITAE

CAREER OBJECTIVE

To explore my ability and skills and prove as an efficient and enthusiastic person in the industry that offers professional growth while being resourceful, innovative and flexible

ACADEMIC PROFILE

QUALIFICATION	INSTITUTION	UNIVERSITY / BOARD	PERCENTAGE	YEAR
MCA (Master of Computer Application)	SCHOOL OF DISTANCE EDUCATION	BHARATHIAR UNIVERSITY	65%	2013 -2016
B.Sc(CS) Computer Science	TIRUPUR KUMARAN COLLEGE FOR WOMEN. TIRUPUR	BHARATHIAR UNIVERSITY	76%	2009 – 2012
H.S.C	GOVT HIGHER SECONDARY SCHOOL, MANGALAM,TIRUPUR	STATE BOARD	70%	2007-2009
S.S.L.C	RANI LADY MEYYAMMAI HIGHER SECONDARY SCHOOL, ADYAR	STATE BOARD	76%	2006-2007

WORKING EXPERIENCE

NAME OF THE COMPANY	DESIGNATION	EXPERIENCE (YEARS)	RESPONSIBILITIES
Ramraj Group of Companies (H.O), Tirupur	Customer Care Co-ordinator in R and R Textile DEPT	2012-2014 2 Years (Full time)	*Co-ordinate to Marketing Team *Taking Reports for Monthly Target *Sending Invoice to dealers and following Payments. (Working Software SAP)
Ramraj Group of Companies (H.O), Tirupur	Admin Assistant	2014-2016 2 Years (Full Time)	*Co-Ordinate to All Showrooms of Ramraj. *Convert Invoice to Barcode reading file format. *Getting Reports from Server and Generate Reports for day, month Sales
Reliance Digital Velachery	Sales Assosiate	2019-2021 2 years	Worked in IT department as a Sales Assosiate. Selling Laptops and related products.
Globe BHP Exim Pvt Ltd	HR Assistant	May 2021 4 months	I worked as a Freelancer Posting Ads in Indeed, LinkedIn, Facebook Pages for available posting Collecting Resume of the Candidates make a call to them explain the Job description if they interest to work this job forward their resume to HR Department for Second Level of Interview. Sending Offer Letter to selected Candidates.
Femtosoft Technology	Web Researcher	July 2022 to Nov 2022 4months	I worked as a Freelancer I searched client contact details from the Google and other websites like Zillow.com. I taken Real estate executive contacts and more clients of USA counties.

AREA OF INTREST

- HTML
- PHOTOSHOP
- TALLY Erp 9

SOFTWARE EXPOSURE

- Programming Languages : C, C++ , JAVA
- Operating System : Windows 98, 7,8,10,XP
- Packages : Ms Office 2007 & 2010 , SAP, Tally Erp 9.0
- Web Application : HTML

PERSONAL VITAE

Husband Name : A.POOBALAN

Gender : FEMALE

Date Of Birth : 29-03-1991

Present Address : No 45e Athikulam Street,
Medavakkam
Chennai.100

Permanent Address : A.POOBALAN
V.Malampatti, Thuvar (Via)
Tirupattur (T.K) , Sivagangai (DT).

Contact Number : 9087636090 , 9487389277

Email : poobalanandhi@gmail.com

Linguistic Abilities : TAMIL & ENGLISH

DECLARATION

I hereby declare that the information furnished above is true, correct and complete to the best my knowledge.

PLACE :

Yours truly,

DATE :

(C.KUMARI ANANDHI)