

M. Anitha

Erode, Tamil Nadu

anitha4295_mvc@indeedemail.com

6381923740

#readytowork

Personal Details

Date of Birth: 1988-02-07

Eligible to work in: Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan, Bolivia, Botswana, Brazil, British Indian Ocean Territory, British Virgin Islands, Bulgaria, Burkina Faso, Burundi, Cambodia, Cape Verde, Cayman Islands, Central African Republic, Chad, Chile, China, Christmas Island, Cocos Islands, Colombia, Comoros, Congo, Cook Islands, Cote d'Ivoire, Cuba, Cyprus, Denmark, Dominica, Egypt, El Salvador, Eritrea, Falkland Islands, Faroe Islands, Fiji, France, French Polynesia, Gabon, Gambia, Georgia, Hungary, Iceland, India, Indonesia, Iran, Iraq, Ireland, Isle Of Man, Jamaica, Lesotho, Liberia, Liechtenstein, Luxembourg, Macao, Madagascar, Malaysia, Mali, Malta, Mauritania, Mauritius, Mayotte, Mexico, Micronesia, Monaco, Montenegro, Montserrat, Morocco, Nauru, New Zealand, Nigeria, Oman, Pakistan, Palau, Palestine, Panama, Paraguay, Peru, Pitcairn, Poland, Qatar, Romania, Russia, Rwanda, Saint Helena, Saint Kitts and Nevis, Senegal, Seychelles, Singapore, Sint Maarten (Dutch part), Slovakia, Slovenia, Solomon Islands, Somalia, South Africa, Tajikistan, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, U.S. Virgin Islands, Uganda, United Arab Emirates, United Kingdom, United States, United States Minor Outlying Islands, Uruguay, Vanuatu, Vatican, Venezuela, Vietnam, Western Sahara, Yemen, Zimbabwe

Highest Career Level: 5+ years experience

Industry: Accounting, Administrative Assistance, Library, Management, Marketing

Total years of experience: 9

Work Experience

PRO/APPRaiser

CENTRAL COOPERATIVE BANK - Erode, Tamil Nadu
May 2015 to July 2017

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4 HOTEL MANGO LEAF-ERODE ADMIN OFFICER 4

CONTACT ADDRESS: 172 Kumaran street
Lakshmi Nagar
Bhavani

DECLARATION

I hereby declare that all the facts maintained above are true to the best of my knowledge and belief.

Place: Yours Faithfully, Date:

ADMIN OFFICER

SRI VASAVI COLLEGE - Erode, Tamil Nadu

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Education

Master's in Finance Management

Govt girls hr se school - Erode, Tamil Nadu

April 2010 to Present

Skills / IT Skills

- Technical support
- Financial management
- Leadership
- Microsoft Office
- Marketing
- Microsoft Excel
- Microsoft Word
- Administrative experience
- Telemarketing
- Experience working with students
- Computer science