

# Manimala Thammu

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## **CAREER OBJECTIVE**

Highly motivated and detail-oriented B. Com graduate seeking an entry-level data entry position to utilize my strong organizational skills and develop a career in data management. To work on challenging a job Profile which provides an opportunity to enhance my technical skills and knowledge this could provide me an insight into new aspects so that it would be helpful for my career.

## **ACADEMIC QUALIFICATIONS**

QUALIFICATION	SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGE
Degree B.com	Rajeshwari Vedhachalam Arts College, Chengalpattu.	2020-2023	70%
Intermediate	Little Jacky Matric Hr. Secondary School, Chengalpattu.	2019-2020	62%
SSC	Little Jacky Matric Hr. Secondary School, Chengalpattu.	2017-2018	60%

## **SKILLS**

- Proficient in data entry and data management using Microsoft Excel and other database systems
- Strong attention to detail and accuracy in data entry tasks
- Effective time management and organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)

## **PERSONAL SKILLS:**

- Comprehensive problem-solving abilities
- Good team worker
- Possess good organizing abilities and working nature
- Strong communication in Tamil, Telugu

### PERSONAL DETAILS:

Name : T. MANIMALA  
Father's Name : T. RAGHAVA RAJU  
Date of Birth : 30.11.1999  
Gender : Female  
Nationality : Indian  
Languages Known : English, Telugu, Tamil.  
Hobbies : Reading Books.

### DECLARATION

I hereby declare that all the above-mentioned information given by me is true and correct to best of my knowledge and belief.

Signature:

T. Manimala

Place:

Chengalpattu.

