

RESUME

Postal Address

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POOJA DEVI K

6382166056

CAREER OBJECTIVES

- To strive or achieving the organization goal through, individual motivation and team work and to enhance skills fast learning ability hence leading myself to a good and secured life

EDUCATION

- **BACHELOR DEGREE OF MATHEMATICS** from Thavathiru Santhalinga Adigalar Arts and Science College
- **HIGHER SECONDARY SCHOOL** from Presentation Convent Girls Higher Secondary School

COMPUTER SKILLS

- **Basic Knowledge of Computer**
 - MS WORD
 - MS EXCEL

EXTRA CURRICULAR ACTIVITY

- Drawing
- Embrading
- Sports – Running

KEY SKILLS

- Self-Motivated person energetic and positive attitude
- Strong analytical in observing and responsible in work and responsible to everyone.
- I do something whenever I'm free like do drawing, Embrading work.

WORK EXPERIENCE

- **JAYANTHI PAPERS, VARIETY HALL TOWNHAL CBE**
- **EXPERIENCE: WORKING SINCE 2020**
 - **Billing**
 - **Cheque Follow-ups**
 - **Outstanding Follow-ups**
 - **Inward Purchase Maintaining**
 - **Customer Follow-ups**
 - **Mailing**
 - **Stock Maintaining**

Date

Regards

POOJADEVI