

KIRTHIKA.M

mkirthika10@gmail.com

9677159874

CAREER OBJECTIVE

Seeking employment with a company where I can use my talents and skills to grow the company.

SKILLS

- ❖ **CONFIDENT**
- ❖ **QUICK LEARNER**
- ❖ **FAST TYPING SKILL**
- ❖ **BASIC COMPUTER KNOWLEDEGE**
- ❖ **COMMUNICATION SKILL**
- ❖ **LEADERSHIP SKILL**
- ❖ **TEAM SPIRIT**
- ❖ **SOFT SKILL**
- ❖ **MANAGERIAL SKILL**

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
B.SC(MATHEMATIC S)/(UG)	VELS INSTITUTE OF SCIENCE AND TECHNOLOGY & ADVANCE STUDIES	UNIVERSITY	78.4%	2020
12th	SHRI ANAND JAIN VID MATRIC HR SEC SCHOOL	BOARD	79.4%	2017
10th	SEVENTH DAY ADVENTIST MATRIC SCHOOL	BOARD	90%	2015

CERTIFICATION

- ❖ I have certified in Typewriting (English) in both **Junior & senior**
- ❖ I have completed Diploma in Computer (DCA)
- ❖ I have certified in Value added courses (Aptitude)

HOBBIES

- ❖ Drawing
- ❖ Learning
- ❖ Travel

EXPERIENCE

❖ PSP Medical College Hospital & Research Institute (Admin) **April of 2021– Mar of 2023.**

❖ Intsacloudxs Techno Solutions (Non-Voice) **May of 2023–Oct of 2023.**

PERSONAL DETAILS

Father Name	Murugaiyan. R
Address	No.23, 2 nd street,Vetrinagar,Lakshmipuram,WestTambaram,Chennai-600045.
Date of Birth	10.04.2000
Gender	Female
Nationality	Indian
Marital Status	Un Married
Languages Known	Tamil, English

DECLARATION

I hereby declare that all the above information is true to best of my knowledge

KIRTHIKA.M

Date:

Location: Chennai