

LEKHA.G
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OBJECTIVE:

To build up a career with corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

PERSONAL SKILLS:

Dedicated, Responsible, Flexible

EDUCATIONAL DETAILS:

| COURSE | NAME OF THE INSTITUTION | BOARD OF STUDY | YEAR OF PASSING | % of Marks |
|----------|---------------------------------------------------|----------------|-----------------|------------|
| Mcom(CA) | BHARATHIAR UNIVERSITY | University | 2011-2013 | 60% |
| Bcom(CA) | RVS – SULUR | Autonomous | 2008-2011 | 72% |
| HSC | P.S.G.R Krishnammal Girls Higher Secondary School | State Board | 2006-2008 | 75% |
| SSLC | Corporation Girls Higher Secondary School | State Board | 2007-2008 | 73% |

WORK EXPERIENCE:

- Worked as Customer Relation Executive at Anamallais Agencies (P) Ltd., Coimbatore from (August 2016 to April 2018)

SOFTWARE EXPOSURE:

- Packages : MS-Office
- Languages : C, C++ (Basic Knowledge)
- Application Software : VB6.0

AREAS OF INTEREST:

- Accountancy
- Computer Applications
- Tally

PERSONAL DETAILS:

Age & Date of Birth : 32 Years & 09.09.1990
Sex : Female
Marital status: : Married
Religion : Hindu
Nationality : Indian
Languages Known : English,Tamil, Kannada

EXTRA QUALIFICATION:

- Certificate in Completed in Tally ERP.9
- Certificate in Typewriting Exam (Lower)

DECLARATION:

I hereby declare that all the information provided by me above are true to the best of my knowledge.

Date: 11/06/2023
Place: Coimbatore

Yours Truly,
G.Lekha