

RESUME

N.UMA MAHESWARI

W/o Mr. M.VIGNESH

Near Avatar School, Chettipalayam,
COIMBATORE- 641 021.

Mobile No: 9790600130 / 9345219190

CAREER OBJECTIVE:

Ability to grasp new ideas and integrate them into desired results, seeking a position to work as a team member as well as independently with challenging environment which make resourceful innovative and flexible where I work.

EDUCATIONAL QUALIFICATION:

COURSE	NAME OF THE INSTITUTION	YEAR OF PASSED	PERCENTAGE OBTAINED
BCOM(CA-Computer Applications)	Avinashilingam institute for home science and Higher Education for Women	2012-2015	76.75%
HIGHER SECONDARY	St. Mary's Girls Higher Secondary School, Coimbatore.	2012	87.4%
SSLC	V.S.Sengottaiah Memorial High School	2010	77.4%

ACHIEVEMENTS:

- ❖ Member in National service scheme.
- ❖ Completed Airline Ticketing Course.

EXTRA CURRICULAR ACTIVITIES:

- ❖ Member in Yi-Net club.
- ❖ Ability to do social service.

HOBBIES:

- ❖ Reading Books.
- ❖ Hearing Music and Cooking ❖ Playing indoor games.

KEY STRENGTH AND SKILLS:

- ❖ Initiative / Personal drive.
- ❖ Ability to establish quick rapport with people.

LANGUAGES KNOWN:

- ❖ Tamil
- ❖ English

WORKING EXPERIENCE:

- ❖ GRG ENGINEERING EQUIPMENTS-ACCOUNTS DEPARTMENT (ONE YEAR)
- ❖ KGK GROUP COMPANIES – PURCHASE CO-ORDINATOR & STORES DEPARTMENT WITH ERP BASED (THREE YEARS)
- ❖ REVATHI EQUIPMENT LIMITED – PURCHASE ASSISTANT (SEVEN MONTHS)
- ❖ REDLANDS MACHINERY PVT LTD – PURCHASE & STORES DEPARTMENT (FROM AUG 2022 TO TILL DATE) CURRENTLY WORKING

. TECHNICAL SKILLS:

- ❖ MS OFFICE
- ❖ TALLY ERP9
- ❖ SAP BUSINESS ONE
- ❖ INTEGRATZ ERP SOFTWARE (VERSION NO:1009)
- ❖ WEB DESIGNING
- ❖ MICROSOFT VISUAL BASIC

SKILL DEVELOPMENTS:

- ❖ Inventory Stock Maintenance
- ❖ Data Entry Work

PERSONAL DETAILS:

Name : N. Uma Maheswari

Father Name : S. Nagaraj

Date of birth : 10/04/1995

Marital Status : Married

Nationality : Indian

Email Id : maheswariuma479@gmail.com

DECLARATION

I hereby declare that all the information stated above is true to the best of my knowledge and belief.

DATE :

PLACE: COIMBATORE

Signature
(N.UMA MAHESWARI)