

RESUME

P.SARITHA

No.27,Sundaram Colony
1stExtention, Camp road.
Chennai-73

Mobile No:9003048212
Email: saritharose1906@gmail.com

OBJECTIVE:

To be part organization where my talents and values are in tune with the organizational goal and objectives, thereby contributing to the meaningful growth of both, the organization and self.

EDUCATIONAL QUALIFICATION:

Name of the course	Institute	Year of Passing	Marks obtained	Class obtained
HSC	Government Hr sec school, Selaiyur, Ch-73.	2011	62.2%	First class
SSLC	Government Hr sec school, Selaiyur, Ch-73.	2009	68%	First class
B.sc(ism)	S.I.V.E.T COLLEGE GOWRIVAKKAM	2014	75%	First class

WORK HISTORY :

- Worked for **Data entry** at NEW GEL DATA SOLUTIONS, Gowriwakkam, From June 2014 to May 2015.
- Worked for **Front Office And Administration** at Seeqube planners, Selaiyur, Near Camp Road From June 2018 to Jan 2020.

JOB RESPOSIBILITES

- Maintain & checking attendance Register.
- Responsible to send the monthly attendance for salary processing.
- Attend Incoming Client At Reception.
- Maintain joining formalities of Employee.
- Responsible to take care of the New Join Employee issues like ATM Card, Pay Slips.
- Maintain register of Client with proper address & phone no. & id proof.
- Petty cash Handing.

- Managing schedules, handling business correspondence
- Assisting in office supply maintenance and inventory.

EXTRA CURRICULAR ACTIVITIES & HOBBIES:

- Listening to music
- Watching TV
- Reading storybook

PERSONAL DETAILS:

- Good observation skill and ability to learn things faster.
- Positive Attitude and systematic approach in solving problem.
- Effective leadership at the same time a good team player.

LANGUAGES KNOWN:

- Tamil (Read, write & Speak)
- English (Read, write & Speak)

PROFESSIONAL QUALIFICATION:

- MS Office
- Visual Basic
- C,C++
- Tally ERP9

PERSONAL PROFILE:

Name : SARITHA P
 Father Name : **Chinnakannu.M**
 Date of Birth : 19.06.1994
 Gender : Female
 Marital Status : Married
 Spouse Name : Pavithran D
 Nationality : Indian
 Religion : Hindu

DECLARATION

I here declare that the above details furnished by me are true to the best of my knowledge.

Place : Yours Faithfully
 Chennai : **(SARITHA.P)**