

Swetha Kuppusamy

swethakuppusamy29@gmail.com

9150851343

5/21 Old Housing Board Godhamedu Saidapet Ch-15

CAREER OBJECTIVE

To Pursue A Dynamic And Challenging Career With An Organization Of Repute, Which Gives Value Addition To The Organization As Well As Offers Opportunity To Enhance Professional Skills While Getting A High Level Of Satisfaction And Recognition

EDUCATIONAL QUALIFICATONS

GREAD	INSTITUTION	PERCENTAGE	YEAR OF PASSING
Degree	Justice Basheer Ahmed Syed College for women	70%	2023
HSLC	Annai Velankanni's Matriculation Higher secondary school	60%	2020
SSLC	Annai Velankanni's Matriculation Higher secondary school	68%	2018

TECHNICAL QUALIFICATIONS

- Files & Folder Access

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- Ms Office

Ms Word	Ms Excel	Ms PowerPoint	Ms One Drive	Ms Teams
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Keys of Working & Knowledge

Ms Word

- Documentation Editing, Formatting, Adjustments And Proofing

Ms Excel

- Spreadsheet Access
- Editing, Paste Special, Conditional Formatting, And Adjustments
- Implementing And Editing Formulas
- Printing And Print Page Setting

PERSONAL INFORMATION:

Date Of Birth 29/04/2003

Gender Female

Nationality Indian

Language Known. English, Tamil

DECLARATION

I Declare That All The Information Provided By Me In This Resume Is Correct And I Will Be Honest And Responsible To My Job

Date:

Signature

Place: Chennai