

RESUME

Pandiselvi.K

87, Ayyavu Pannadi 2nd Street

Coimbatore – 641039.

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Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.

Academic Qualification

Degree With Branch	College/University	Year of passing	% of Marks
B.COM (CA)	Sri Ramalinga Sowdambigai College of Science And Commerce	2014-2017	70
HSC	C.G higher secondary school	2013-2014	70
SSLC	Maranna Gowder High School	2011-2012	69

Technical Skill Summary

- Word
- Tally ERP9
- Excel
- Power Point
- Vlookup
- Typing

Work Experience

- ❖ Worked as an Data Entry Operator in Plexus Systems from Jan 2018 to June 2022

Key roles:

- Import and Export Files
- Bank Form typing
- Medical Form Typing
- Email Processing
- Processed by 500 Records per day
- 99% Accuracy with USA Projects

❖ Worked as an Kiara Microcredit Pvt Ltd (Non-Banking Finance) from August 2022 to July 2023

Key roles:

- Documents Verification
- Post Verification
- Loan Disbursement Processing
- Member Application Form Typing
- Member Enrollment in Software
- Daily Collection Report
- Documents uploading in Software

Hobbies

- Listening to Music

Strength

- Quick learner
- Positive thinking
- Honesty

Personal Details

Date of Birth	: 24.06.1997
Gender	: Female
Marital status	: Unmarried
Nationality	: Indian
Languages known	: Tamil, English

I ensure that all the details mentioned above are true to the best my knowledge

Place: Coimbatore

Signature

Date:

