




# MANU.R

## CONTACT

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 9952596750

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Coonoor.

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## HARD SKILLS

- Basics of tally
- Financial accounting
- Html

## SOFT SKILLS

- Observation
- Decision making
- Communication
- Multi-tasking

## EDUCATION

**Kongunadu arts and science College**

*Bachelors In commerce*

2021-2024

**Stanes Anglo Indian hr.sec. School**

*Hsc 91.25%*

Completed on 2021

## LANGUAGES KNOWN

- English
- Tamil
- Malayalam
- Hindi (can only read and write)

## PROFILE

Driven and results oriented professional with a passion for leveraging my accounting expertise to contribute to a dynamic outflow of quality work with professionalism. Aspiring to join a forward – thinking team where I can apply my knowledge to foster innovation and drive impactful solutions, ultimately driving organizational success and personal growth

## EXPERIENCE

THE COONOOR COOPERATIVE URBAN BANK | INTERN

30/05/2023 – 15/06/2023

- The training at the CCUB provided valuable insights into the banking operations, customer service and financial management.

## INTEREST

- Art
- Coding
- Music
- Languages

## HARD SKILLS

- A certification course on **psychology** from the Indian Institute technology (IIT) Kanpur
- A certification course on the basics of **tally**
- A certification course on **mental well-being and inner peace**

## REFERENCE

Dr.S. Kalpana devi

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