

RESUME

K. SUNITHA
FLAT NO: I-304,
Sri Ram Sai Shreyas Apartments,
P & T Colony, Saravanampatti,
Coimbatore- 641 035

Contact No : 9940096256
Email ID : ksp0078@gmail.com



OBJECTIVE

To take up challenging Assignment.

Educational Qualification

Completed Master of Commerce
Distance Education
Annamalai University.

Technical Qualification

Computer	:	PGDIT
Typewriting	:	English Higher & Tamil Lower

Computer Skills

MS-word, MS-Excel, Tally 5.4

Job Responsibilities & Working Experience

KGISL Metropolis FOA, Saravanampatty, Coimbatore.
Working as a Finance Manager from Aug'23 to till date.

Salzer Electronics Ltd., Coimbatore

Worked as a **Costing Asst. & Junior Officer Sales** from Sep 1995 to May 2002

Bright Burnishing Tools, Coimbatore

Worked as a **Incharge of Sales & Despatch** From Dec 2002 to Mar.2003

Dynamic Computers & Automation, Coimbatore

Worked as **Accountant & Office Incharge** from April 2003 to Dec 2005

Salzer Electronics Ltd., Coimbatore

Worked as a **Asst. Officer Sales** from Feb 2006 to Apr 2007.

Field of Interest

Export Documentation

Accounts Asst

Office Administration

Typist

Personal Details

Name : K.Sunitha

Date of Birth : 10.04.1976

Marital Status : Married

Language Known : English, Tamil, Malayalam

Permanent Address : 2D5/5,6 Kongu Nagar,
Kovilpalayam,
S.S.Kulam.Coimbatore- 641 107

Hobbies : Tailoring (Aari work & Embroidery)

Declaration

I do hereby declare that the Particulars of Information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Coimbatore

Date :

(K.SUNITHA)