**CURRICULUM VITAE**

**S. Suba** No. 7/30, Gandhi S, RadhaKrishnapuram

R.A. Puram, Chennai – 600028.

**E mail:** [sugandhishankar1977@gmail.com](mailto:sugandhishankar1977@gmail.com)

Mobile: + 91- 9940060578.



**Objective:**

To have an opportunity to explore my skills & knowledge, gain valuable experience & demonstrate my potential to the maximum for the growth of the organization & self

**Educational Qualification:**

* SSLC from Girls Hr. Sec. School, Melpattampakkam. (1992)
* Higher Secondary from Girls Hr. Sec. School, Melpattampakkam. (1994)
* BBA from University of Madras. (Oct 2000)
* M.Com from Manonmaniam Sundaranar University. (May 2008)

**Personal Skill:**

* + Believe in work.
  + Willingness to learn and a good team facilitator.
  + Excellent written and verbal communication skills.
  + Ability to deal with people diplomatically
  + Learn quickly and deliver quickly

**Experience:**

* + Two Years working Experience as Front Office Executive in A.S. Motors,

Tiruvannamalai.

* + Two Years working Experience as Front Office Executive cum Accounts Dept. in **V. EXCEL EDUCATIONAL TRUST & REHABILITATION CENTER (Schools for Physically Challenged)**, Chennai.

**Extra Curricular Activities:**

* Completed Type Writing Lower in English.
* Completed Tally.

**Personal Profile:**

Name : S. Suganthi

Date of Birth : 5 June 1976

Husband Name : M. Shankar

Sex : Female

Marital Status : Married

Languages Known : English, Tamil

Nationality : India

Hobbies : Cooking, Listening Music.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Chennai

Date: 1/07/2017 **(S. Suganthi )**