

RESUME

JAMUNA . S

Plot no: 25,Thirunavukkarasu Street Via,
Thirukkamu Street,
Panrutiya Nagar,
Panruti,
Cuddalore - 607106,
Mobile no: 8043352733
Email : jamun339@gmail.com

CAREER OBJECTIVE:

Seeking a challenging role in a reputed organisation to utilize my skills that can contribute to the company's growth as well as enhance my knowledge by exploring new things.

ACADEMIC PROFILE:

Course	Institution	Month & Year of passing	% of marks
Bachelor Of Computer Science	Immaculate College For Women Cuddalore	June2023	80%
H.S.C	Sri .A. Suburaya Chettiyar Girls Highers Secondary School, Panruti	March-2020	81%
S.S.L.C	SREE SARADHA VIDHYALAYA MATRIC HIGH SCHOOL, PANRUTI	March-2019	83%

AREA OF INTEREST:

- (i) Problem Solving
- (ii) Accounts Management
- (iii) Administrator

SOFT SKILLS:

- Time Management Skills
- Creativity
- Positive Attitude
- Problem Solving Skills
- Good Communication Skills
- Writing skills

ROLES AND RESPONSIBILITIES:

- Held the post of **organizer** in commet"23 conducted by our college.

TECHNICAL SKILLS:

- Basic Computer Knowledge
- Advanced MS EXCEL Knowledge
- Advanced MS OFFICE Knowledge
- Intermediate Typing Skill

COURSE:

- Completed “E-FILLING IN BUSINESS” under PG & Research Department of Commerce.
- Completed “Accounts Executive” with ‘s’ grade under NextGen Solution platform.
- Completed “Google Digital Marketing & E-Commerce” under Coursera platform.

CO-CURRICULAR ACTIVITIES:

- Participated in COMMET’23 Held at St.Joseph's College Of Arts And Science A **National Level competition.**
- Participated in Writing competition Held at St.Joseph's College Of Arts And Science.

LANGUAGES KNOWN:

- English
- Tamil

EXPERIENCE: 2 years part time experience in Tally Accounting.

PERSONAL DETAILS:

DATE OF BIRTH	:	04.10.2003
GENDER	:	FEMALE
AGE	:	20
FATHER’S NAME	:	SHANKAR .A.K
NATIONALITY	:	INDIAN
RELIGION	:	HINDU
MARITAL STATUS	:	SINGLE

DECLARATION:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place: Panruti

Yours Faithfully

Jamuna . S