

RESUME



L.JENITTA

No. 4846, Thendral Nagar
Villapuram Housing Board,
Madurai – 625 012
Ph : 9788349504
E-Mail Id : jenitta93@gmail.com

OBJECTIVE :

- ❖ To effectively utilize my skills in a dynamic high – growth organization involved in providing the state of the art solution and to reach greater heights in career integrating my personal goals with that of the organization.

EDUCATIONAL QUALIFICATION

SI.No	QUALIFICATION	NAME OF THE SCHOOL / COLLEGE	YEAR OF PASSING	PERCENTAGE (%)
1	B.COM	Madurai Kamaraj University	2015	
2	Diploma in Modern Office Practice	Government Polytechnic College for Women, Madurai	2013	70%
3	XII Std	Nirmala Girls Higher Sec School	2010	79%
4	X Std	Nirmala Girls Higher Sec School	2008	73%

TECHNICAL QUALIFICATION

- ❖ Tally ERP 9
- ❖ Type Writing (English Higher, Lower)
- ❖ Office Automation

COMPUTER SKILLS

- ❖ Programming Languages : DTP
- ❖ Software Known : MS Office, Tally ERP 9

EXPERIENCE

- ❖ Sai BPO Pvt Ltd Experience as on 1 Year and 3 Months
- ❖ Anantha Metal Accounts Department 6 Months
- ❖ OM Muruga Sarees Accounts Department 2 Years

AREA OF INTEREST

- ❖ Accounts
- ❖ Data Entry

PERSONAL PROFILES

Name	: L. JENITTA
Father Name	: M.Lawrance
Age	: 22 Years
Date of Birth	: 08 June 1993
Sex	: Female
Nationality	: Indian
Religion	: Christian
Community	: MBC
Marital Status	: Single
Languages Known	: Tamil, English

DECLARATION

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

Place : Madurai

Signature

Date : 11.02.2020

L.JENITTA