

RESUME

MUTHULEKSHMI N

3/9,Akkarai Pilliyar St,
Karukurichi,Tirunelveli Dt,Ambai T.K
E-mail ID: sujoplus@gmail.com
Cell No: 9043955160 / 8124754100

Husband's Name	:	G. Sankaranarayanan
Date of Birth	:	21-09-1993
Sex	:	Female
Religion	:	Hindu
Nationality	:	Indian
Educational Qualification	:	B.com comp. Application S.T. HINDU COLLEGE Nagercoil
Technical Qualification	:	Typewriting Junior (English)
Computer Knowledge	:	Ms-Office, PageMaker, Photoshop, Tally Erp9

PowerPoint Key Skills :

- Add and record audio
- Insert music to time with slides.
- Add and record video.
- Inserting pictures.
- Inserting graphs and diagrams.
- Add sound effects to an animation or hyperlink.
- Inserting video files from your computer.
- Inserting a video from YouTube and other sites.

Experience :

- Working as Computer Operator in **PRAKASH BUSINESS PIONT** DTP Centre , Nagercoil from 2014-2015

Declaration

I declare that the above particulars are true and correct to the best of my Knowledge and belief.

Yours truly,

Place :

Date :

(MUTHULEKSHMI N)