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| **Address for Correspondence:**  D/O, R.JAMBUNATHAN,  No.4, Natesan Street,  Manasarovar Mandakini Flats,  Ground Floor (G-3),  Ullagaram, Chennai 600 091  Tamil Nadu.  **Phone: +91 98411 58200**  **E-mail:** [jkrajam94@gmail.com](mailto:jkrajam94@gmail.com)  **Personal Profile:**  **Father :** R. JAMBUNATHAN  **Gender** : FEMALE  **Nationality** : INDIAN  **Religion** : HINDU  **CASTE** : BRAHMIN  **Marital Status** : MARRIED | **JAYANTHI. J**  **OBJECTIVE**  To seek a challenging, growth oriented position in a progressive and innovative organization that will utilize my skills and also provide an opportunity to further enhance my knowledge and skills.  **ACADEMIC RECORD**  **BACHELOR OF COMMERCE (B.COM)**  Field of Study : Commerce  College : SEETHALAKSHMI RAMASWAMI COLLEGE. Trichy  Year of Passing : Apr 1987  **XII Standard (HSC)**  Institute : ST.PHILOMINAS Girls Hr Sec School, Trichy  Percentage : 60.2 %  Year of Passing : Apr 1983.  **X Standard (SSLC)**  Institute : ST.PHILOMINAS Girls Hr Sec School, Trichy  Percentage : 57.6 %  Year of Passing : Mar 1981  **TECHNICAL QUALIFICATION**     * Typewriting Higher Grade in both English & Tamil * Diploma in MS Office at Computer Software College, Chennai |
| **Hobbies:**   * Interesting to read books. * Hearing light music.   **Linguistic Abilities**:  English   * To Read * To Write   Tamil   * To Speak * To Read * To Write   **Location**: Ready to work  Anywhere of any post. | **WORK EXPERIENCE**   * IN 1987-1988- Tamil Nadu Handloom Weavers Society, Egmore, Chennai * IN 1988-1990-Blind Women Rehabilitation Centre, ,Mannarpuram, Trichy * IN 1991- LIC of India, Chennai * IN 1995-1996 – M/s.AMTREX, Eldams Road, Alwarpet, Chennai * IN 1999-2002- PRINCE Matriculation Hr. Sec. School, Madipakkam, Chennai * IN 2002-2003- NEW PRINCE Shri Bhavani Arts & Science College, Chennai * IN 2005 to 2018 – SREE SASTHA Group of Institutions, Chembarambakkam, Chennai   **AREA OF INTEREST**     * FAST TYPEWRITNG IN ENGLISH & TAMIL   **SKILL TEST**     * Attending to official correspondence- in English and also in Tamil * Maintenance of Confidential Files and Put up the proposal at the time of appointment, increment etc. * Maintenance of registers to facilitate easy functioning   **Declaration**  I hereby declare that the above particulars given are true and faith to the best of my knowledge and belief. I assure you Sir, that I can carry out heavy assignments within the stipulated time schedules and I will discharge my duties to the utmost satisfaction of all my superiors forever.  Awaiting for your early favourable orders please.  Place : Chennai. Yours faithfully,  Date  **(J.JAYANTHI)** |