***RESUME***

**GRACY BABU**

**Mobile : 8754692303**

[**gracybabu415@gmail.com**](mailto:gracybabu415@gmail.com)

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***OBJECTIVE:***

To join in a dynamic organization that provides a competitive and innovative working environment with a good chance for continuous growth and acquisition.

***EDUCATIONAL QUALIFICATION***:

**Bachelor’s Degree**

**Field of Study** : **B.COM** (Bachelor of Commerce)

**Institute/University** : Women’s Christian College

**Location** : Nungambakkam Chennai 600006

**Graduation Date** : July 2017

**Secondary Education**

**Field of Study** : +2 (Commerce & Computer Science)

**Institute/University** : Auxilium Girl’s Higher Secondary School

**Location** : Chetpet Chennai 600031

**Graduation Date** : April 2014

**Secondary Education**

**Field of Study** : SSLC (10)

**Institute/University** : Auxilium Girl’s Higher Secondary School

**Location** : Chetpet Chennai 600031

**Graduation Date** : April 2012

***EMPLOYMENT HISTORY*** *:*

* **TCS** **(**Tata Consultancy Service**)** Chennai

**Process Associate –** Trade Import Collection Payments

2017 – 2018

* **MGS (**Mashreq Global Services**)**

**Process Associate –** Trade Import Collection Payments

2018 – 2019

***ACCOMPLISHMENTS :***

* In **MGS** got ***EXTRA MILES AWARD 2019***

***TECHNICAL SKILLS:***

* **HDCA** - Honors Diploma in Computer Application.

CSC (computer software college) 2011-2012.

***EXTRA CURRICULAR:***

* Guides
* NSS
* scripture studies

***STRENGTH:***

* Hard work
* Friendly
* Motivator
* Quick Lerner

***HOBBIES:***

* Embroidering
* Cooking
* Music

***PERSONAL DETAILS:***

Name : Gracy Babu

D.O.B : 20th February 1997

Gender : Female

Civil Status : Married

Nationality : Indian

Language known : Tamil , English ,Telugu

Father’s Name : Y . BABU

Mother’s Name : Y.B. Pushpa Latha

Permanent Address : No# 7, Pulla puram,

Kilpauk , Chennai-600010.

I here by declare that the above particulars furnished by me are true to

the best of my knowledge and belief.

**Place : Chennai**

**Date : 05-01-2021**

**SIGNATURE**

**(B.GRACY)**