

A.SARANYA

104/114.RADHA NAGAR MAIND ROAD,
CHROMPET-600044.
OPP-SBI BANK

EMAIL ID: saranyasaranya7884@gmail.com

Contact No: +91-9361457586 & 7358121005

OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

EDUCATION

**Sri Bharathi Arts & Science College for Women -
Pudukkottai**

**Year of passing-2016-
2019**

BSC microbiology
Grades: **65.5%**

Ranees Government Girls Hr.Sec School –Pudukkottai

Year of Passing 2016

HSC Grades: **60%**

Ranees Government Girls High School-Pudukkottai

Year of Passing-2014

SSLC Grades: **63.2%**

WORKING EXPERIENCE

CSC COMPUTER EDUCATION –2017 to 2019 DCA & Tally-9 (ERP) teaching faculty working in- 2 years – Pudukkottai.

CHENDHUR BLUE METAL –ADMIN & ACCOUNTANT – 2019 to 2022 working in-3 years Pudukkottai.

NJ MACSON & ASSOCIATES – OCTOBER-2022 TO JANUARY-2023 Account receivable & payable, Balance sheet, profit & Loss Account, GST Return Filling, TDS payment & Quarterly Return Filling Working in – Chennai.

AURA TECHNOLOGY-ADMINISTRATIVE ACCOUNTANT- LAST 2 MONTHS

Book keeping, store In charge, check payment and cash payment for supplier and Office purpose, Labors Attendance Maintenance, Monthly salary Preparation, Labors Control Management Working in -Chennai

CERTIFICATION & COMPUTER KNOWLEDGE



3-month computer course in MS OFFICE -DCA GREEN APPLE computer Education – Pudukkottai.

6-month computer course in ACCOUNTING SOFTWARE Tally - ERP9 SSI Computer Education-Pudukkottai. Extra knowledge in DATABASE SQL server, WEB TECHNOLOGIES HTML – course for noncertified



ACHIEVEMENTS

Participated In International Conference Of Umaiyal Raman than College Karaikudi & JJ College Of Arts And Science Pudukkottai.







HOBIES

-  Drawings
-  Reading Novel Books

STRENGTH

-  Positive thinker.
-  Leadership quality.

RULES AND RESPONSIBILITIES

-  I will prepare a daily report on updates on a daily basis for
-  the client. Single point contact for customers.
-  Understand the client requirements and specification
-  of the project. I finished ensure target collections are met on a daily.
-  I meet the productivity targets of clients within the
-  stipulated time. I Prepare and maintain status reports.

PERSONAL DETAILS

Date of Birth : 05.10.1998

Gender : Female

Nationality : Indian

Marital status : Married

Pass Port No : W2734977



Husband's name : Aswinkumar S

City : Pudukkottai.

State : Tamilnadu

Permanent Address: 237-3, Kaliyaran Viduthi, Unjiya Viduthi (Post),
Karambakudi (Taluk), Pudukkottai-614 614

DECLARATION

-  I promise that the particulars given above are true to the best of my knowledge.
-  I will be loyal in my work and I will abide the rules and regulations of the organization.

Date:

Yours faithfully

Place:

(**A.SARANYA**)