

RESUME

S.MANJULA

W/O K. Suresh,
Sy.no: 686, Door No:147/232,
1st Floor, Gowramma Layout,
4th Cross, Teachers Colony, (Near Beauty Care),
Chandhapura,
Anekal Taluk,
Bangalore-560099.

Mob No: 9206941541.

Email Id: smanjulamcom641@gmail.com

OBJECTIVE

To obtain a challenging position in an organization where I can contribute in positive way towards the development of the organization and where my skills and loyalty will be rewarded with career advancement and guidance.

EDUCATIONAL QUALIFICATION

COURSE	UNIVERSITY/INSTITUTION	YEAR OF PASSING	PERCENTAGE OF MARKS
M.Com.Fm	Bharathidasan University	2012	75%
B.Com	Cauvery College in Trichy	2010	72%
HSLC	Methodist Girls Higher Secondary School	2007	81%
SSLC	Methodist Girls Higher Secondary School	2005	72%
HDCA	CSC Computer Education	2008	'A' Grade

TECHNICAL KNOWLEDGE:

- Type writing in English- Junior Grade
- MS Office
- Tally ERP9
- Photoshop

Professional Experience -1

Company Name : **Robinbosky**, Electronic City Phase-II in Bangalore.
Designation : Manager
Work Experience : 1 Year
Period : 01.07.2022 to 31.08.2023

Nature of work:

- Ecommerce Work & Accounting Management Work
- Jio Mart, FabPik, GlowRoad, LimeRoad Onboarding Process
- Amazon, Flipkart, Meesho Accounting Management Work
- Marketing, Tele Calling & Administration work
- Inventory Management
- Adds & Sales promotion work
- Photoshop work

Professional Experience -2

Institution Name : Vismaya Group of Institution.
Designation : Receptionist
Work Experience : 1 Year
Period : 01.04.2021 to 2.04.2022

Nature of work:

- Confer with parents or guardians, faculty, other counselors, and administrators to resolve students' behavioral, academic, and other problems.
- Provide crisis intervention to students when difficult situations occur at the institute.
- Correspondence by letter, fax, e-mail or phone with parents and other educational Institutions.

Professional Experience -3

Company Name : Amman City Developers –Tiruchirappalli.
Designation : Accountant cum Administrative
Work Experience : 5 Years
Period : 12.10.2010 to 10.12.2015

Nature of work:

- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Accounts daily sheet, ledger creation and trial balance, B and L A/C.
- Bank Statement and Internet Banking work.
- Internet work Mail Checking and Customer Care.
- Cash Maintenance.



Personal Profile

Name : S. MANJULA
Husband Name : K. SURESH
Date of birth : 20.04.1989
Gender : Female
Marital Status : Married
Nationality : Indian
Languages known : Tamil & English & Kannada
Hobbies : Hearing music, Cooking, Dancing

Declaration:

I hereby declare that all the details and particulars furnished above are correct to my knowledge. If opportunity is given, I will prove to be worthy of your confidence and satisfaction.

Place:

YOURS FAITHFULLY,

Date:

(S.MANJULA)