

## **RESUME**

<b>MITHRA SHREE .R</b> <b>No. 33/11, Murugeshen Street,</b> <b>Foxen Road, Perambur,</b> <b>Chennai -600 011.</b>	<b>Email ID : mithraarunkumar@gmail.com</b> <b>Mobile Number : 9789084361</b>
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### ***Career Objectives:***

To be true and sincere to my potentials and seek a challenging position in a reputed organization where my technical and analytical skills would be applied for the betterment of the organization.

### ***Academic Qualification:***

<b><i>NAME OF THE INSTITUTION</i></b>	<b><i>CLASS / COURSE</i></b>	<b><i>YEAR OF PASSING</i></b>	<b><i>PERCENTAGE</i></b>
<b>Madras University</b>	<b>MBA</b>	<b>2019</b>	<b>65%</b>
<b>Guru Shree ShantiVijai Jain College for Women</b>	<b>B.Com</b>	<b>2015</b>	<b>76%</b>
<b>St.Mary's Girls Higher Secondary School</b>	<b>12th</b>	<b>2012</b>	<b>78%</b>
<b>St.Joseph Anglo Indian Higher Secondary School</b>	<b>10th</b>	<b>2010</b>	<b>75%</b>

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***Working Experience:***

*Company : Usha Fire safety Equipments Pvt Ltd.,*

*Designation : Training Coordinator*

*Experience : 1 Year*

*Company : Intelenet Global Services., (Teleperformance)*

*Designation : Customer Services Executive*

*Experience : 6 Months*

***Computer Skills:***

- \* Studied HDCA Tally ERP9
- \* Computer Basic Knowledge.
- \* MS Excel

***Interest:***

- \* Sports
- \* Listening Music
- \* Cooking

***Personality Traits:***

- \* Eager to learn new technologies and methodologies
- \* Strong motivational and Leadership Skills
- \* Good Communication Skills
- \* Ability to work as an individual as well as in group

***Strength:***

- \* Positive Thinker
- \* Quick Learner
- \* Ability to deal with people diplomatically

***Key skills:******\*Accounting******\*Financing******\*Cash******Achievements:***

- \* Proved as an efficient and responsible student
- \* Member of the District Rotary Club

***Personal Profiles:***

Name	:	MITHRA SHREE . R
Educational Qualification	:	MBA (Financial Management)
Date Of Birth.	:	24/03/1994
Father's Name	:	V. RAVICHANDRAN
Mother's Name	:	R. GEETHA
Sex.	:	Female
Marital Status.	:	MARRIED
Nationality	:	Indian
Religion.	:	Hindu
Languages Known.	:	Tamil & English

***Declaration:***

I would like to apply for your organization as I am seeking a responsible and challenging career with a hope that it will improve to be the right conduct for my information's are true to the best of my knowledge.

***PLACE:*** Chennai.

***DATE:***

***SIGNATURE***

***( MITHRA SHREE .R )***