NISHA BANU T



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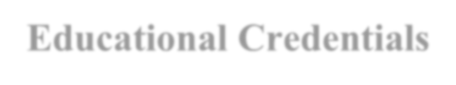


**RESUME**



**Objective:**

To work in an organization that provides me ample opportunities to explore and excel in the field, and to adapt to different fields, while craving out the niche for personal, professional as well as organizational goals.



**Educational Credentials:**

* **2013-2015 :-** Master of Business Administration

Examination with 75% at Madras University.

* **2009-2012 :-** Bachelor Of Commerce

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Science, Thiruninravur

* **2007-2009 :-** Higher Secondary Certificate(HSC) Examination with

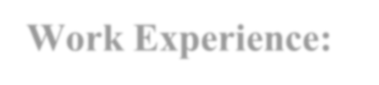
63% at Vijayantha Higher Secondary School,

Avadi,Chennai.

* **2006-2007 :-** Secondary School Leaving Certificate(SSLC)

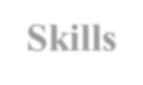
Examination with 52% at S.B. Vijaya Reddiar School,

Avadi, Chennai.



**Work Experience:**

* I have 2 years experience has served with Jagadeesan Associates Pvt. Ltd. as a System Administration at Chennai.
* Assistant Billing Executive (Access Healthcare) for 1 Year 11 Months as a payment posting in Athena and ABP – Perot in the period of 2015-2017.



**Skills:**

* MS - Word
* MS – Excel
* MS – Power point
* perating System
* System Analysis
* Customer Support
* Tally ERP 9

**Additional Backgrounds:**

* Participated and got certificate in school level drawing competition.
* Participated in NNS (Scouts and guides) special camping program for ten days.
* Participated and got merits in athletics in school level.

**Achievements :**

* Got championship in sports day in a school level.
* Got best outstanding student overall in a class in a college.
* Employer of the month for production.

**Computer Proficiency :**

* **GCAFP (**Genesis certified accounts and finance proffesional**) Tally.ERP9**
* **DCA (**Diploma in computer application)



**Personal Details:**

**Date of Birth :** 14/07/1991

**Marital Status :** Married

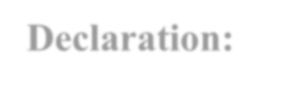
**Languages known :** English, Hindi, Tamil

**Hobbies :** Listening to songs, Designing, Gardening, crafting models.

# Father’s Name : Thameem A

# Address for : No.10,Ramanujam Street, Gandhi Nagar,

# Communication Avadi Chennai- 600054.



**Declaration:**

I hereby declare that the above furnished details are true to the best of my knowledge.

**Place:** Chennai

# Date:

( Nisha Banu T)