**R.SANGEETHA, B.sc.,**

NO: 2/252, Jayapal Street,

Mobile: 9710428674 Vengambakkam,

E- mail: [sangeetha6491@gmail.com](mailto:sangeetha6491@gmail.com) Vandalur (Via), Chennai – 600 127.

**OBJECTIVE:**

To work with an organization, which can provide me constant learning and development, leading to intellectual growth in **Finance**, enhance my creative skills.

**ACADEMIC PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year of Passing** | **%** |
| MBA (Financial Management) | Madras University | Madras University | Pursuing | - |
| B.sc., (Maths with C++) | The Quaide Milleth college.,Medavakkam. | Madras University | November - 2013 | 65% |
| HSC  (M P C & C.S) | Govt.Hr.Sec.School, Mambakkam. | State Board | March - 2008 | 70% |
| SSLC | Govt.Hr.Sec.School, Mambakkam. | State Board | May - 2006 | 82% |

**TECHNICAL CERTIFICATIONS**

Type Writing: Lower (English & Tamil).

HDCA (MS Office, C, C++ & Tally 9.0) in BSS Institutions @ Tambaram.

**EXPERIENCE:**

**ROYAL ENCLAVE (OMR REALTY) BUILDERS** – Thuraipakkam, Chennai – 600 097.

**Designation:** Accountant

**Period:** December 2015 – Present

**Jobs & Responsibilities in Royal Enclave Builders:**

* Maintained accounts in Spread Sheets
* Salary Work for Employees
* Bank Account maintenance
* Purchase maintenance
* For Entire office files maintenance
* Payment Follow-up for Exiting Customers
* Managed Phone calls, Direct & E-mails Enquiries

**M/S.SSM BUILDERS & PROMOTERS** – New Perungalathur, Chennai – 600 063.

**Website:** <http://www.ssmbuilders.in>

**Designation:** CRM (Assistant)

Period: May 2013 – June 2015.

**Jobs & Responsibilities in SSM Builders:**

* Customer Database Maintenance
* Documents Preparation
* Customization (Alteration / Modification) Related work
* Bank related Documents Follow up
* Stage Payment Follow-up
* Managed Phone calls, Direct & E-mails Enquiries
* Files Maintenance for our existing customers.

**M/S.ISS & C ENTERPRISES – Tambaram, Chennai-600 045.**

**Designation:** Junior Accountant.

**Period:** June 2012 – April 2013.

**Jobs & Responsibilities in ISS:**

* Maintained accounts in Spread Sheets
* Create Invoice for our existing Clients
* Salary Work for around 500 Employees
* ESI & PF account maintained for entire employees
* Bank Account maintenance
* Purchase maintenance
* Employees Educations Certificates maintenance
* For Entire office files maintenance

**SRI SAI ENTERPRISES – TAMBARAM**

**Designation:** Sales Executive (Chris Adams)

**Period:** June 2008 – May 2009

**EXTRA CURRICULAR ACTIVITIES**

Bharat Scout and guides with Rajya Puraskar Award in 2007

**PERSONAL DETAILS:**

Name : R.Sangeetha.

Father’s Name : Mr.A.Ramadoss

Age & Date of Birth : 24 Years & 05.06.1991

Marital Status : Unmarried

Languages Known : Tamil & English

Permanent Address : 2/252, Jayapal Street, Vengambakkam, Chennai-600 127

**DECLARATION:**

I hereby declare that all the details listed above are true to the best of my knowledge and belief.

Date: 28.01.2016 Yours Sincerely,

Place: Chennai.

(R.SANGEETHA)