**Curriculum Vitae**

**UMA MAHESWARI.S**

**No.13/1, Thanikachalam Street,**

**Perambur,**

**Chennai-600 011,**

**Phone: 97916 05612.**

# Career Objective:

To be associated with a firm, this provides career development opportunities and contributes in its progress through my knowledge and skill.

# Educational Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Month& Year** | **Percentage** |
| B.Com.(C.S) | KCS Kasi Nadar Arts & Science College, Madras University.  (Certificate of MERIT – University Exam APR 2009 @ 2nd Place) | May 2011 | 72% |
| H.S.C. | T.E.L.C Magdalene Higher Secondary School. | April 2008 | 65% |
| S.S.L.C. | T.E.L.C Magdalene Higher Secondary School. | April 2006 | 60% |

# Other Knowledge:

* Technical Skills : Tally9
* Typing: English-Lower & Higher

# Strengths:

* Fast Grasping Skills
* Good Communication Skills
* Hard Worker & Fast Learner

# Personal Profile:

Name : Uma Maheswari.S

Husband Name : Sabarish P

Address : No.13/1, Thanikachalam Street,

Perambur,

Chennai-600 011,

Date of Birth : 08-07-1991

Gender : Female Marital Status : Married

Nationality : Indian

Languages Known : Tamil, English.

# Work Experience:

* 4 Years Worked as **Back Office Executive (Stock Logistics/Tele Caller/Accountant** in Impact Business Systems. (From May 2011-Feb 2014).
* 2 Years Worked as **Admin Department Back End Executive** in Micro Business Solutions. (From March 2014 to June 2016).
* Working as **Customer Care Executive with Front Desk Executive** in Metropolis Healthcare Ltd., (From July 2016 to Till now).

# Declaration:

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Thanking You

Place: Chennai,

Date:

Yours faithfully

(UMA MAHESWARI.S)