**Resume**

M.Revathi E-mail id : revathim.1311@gmail.com Mobile : +91 7358232862

**Career Objective**

* Seeking a challenging position to utilize my skills and abilities in the field that offers security and professional growth while being resourceful, innovative and flexible.

**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Board/University | Name of the Institution | Year of Passing | Aggregate % |
| S.S.L.C | State Board | Avvai Home T.V.R, Girls Hr.Sec. School, Adyar, Chennai-600020. | 2011 | 80% |
| H.S.C | State Board | Avvai Home T.V.R, Girls Hr.Sec. School, Adyar, Chennai-600020. | 2013 | 75% |
| B.Com (General) | Madras University | Patrician College of Arts & Science, Adyar, Chennai-600020. | 2016 | 73% |

**Key Skills**

* Committed towards work
* Quick Learner
* Responsibility
* Hard Working

**Technical Skills**

* Basic Computer Knowledge
* MS Office

**Field of Interest**

* Accounting
* Payroll

**Co-curricular Activities**

* Participated in an International seminar on ‘Impact on Sustainable Development on Global Corporate Environment’ conducted by ‘Petroleum Conservation Research Association’ and received participation certificate.
* Participated in a workshop on ‘Career Development’ program conducted by ‘JA Careers & Cognizant Academy’ and received participation certificate.
* Participated in a workshop on ‘Entrepreneurship Orientation’ program conducted by ‘NSIC Technical Services Centre’ and received participation certificate.

**Extra Curricular Activities**

* Sports : Winner in “400 metre Relay” at “Annual sports meet” in the year 2006.

Winner in “Throw Ball” at “Zonal Level Competition” in the year 2011.

Runner in “Volley Ball” at “Annual sports meet” in the year 2012.

**Other Activities**

* INTERESTS : Art & Crafts, Singing, Cooking
* HOBBIES : Playing games, Listening music, Watching movies

**Personal Profile**

Father’s Name : N. Muthukumar

Date of Birth : 13-11-1993

Gender : Female

Marital Status : Single

Nationality : Indian

Religion : Hindu

Languages Known : English & Tamil

Residential Address : 73/66, Marudheeswarar Nagar, Thiruvanmiyur,

Chennai - 600041.

**Declaration**

I hereby declare that all statement made in this application are true, and correct to best of my knowledge and belief. I request you to consider my application favorably and give me an opportunity to serve your esteemed organization.

Date : Yours sincerely,

Place : (M. Revathi)