**Curriculum Vitae**

**Mrs.Vimala.S**

Flat no.112, C C Majestic Enclave ,

Kundrathur to Anakaputhur Main Road ,

Andalkuppam , **E-Mail :** vimalasenthilkumar02@gmail.com

Kundrathur, **Mobile No**: 919789825070

Chennai-600069 .



**OBJECTIVE:**

Intend to build a career with a leading corporate of hi-tech environment with committed people which will help me to explore myself fully and realize my potential willing to work in challenging and creative environment.

**EDUCATIONAL QUALIFICATION**

**SSLC:**

INSTITUTION: St.Helen’s Girls Hr,Sec School

YEAR: 2008

PLACE: St.Thomas Mount,Chennai.

AVERAGE**:** 67.6 %

**HSC:**

INSTITUTION: St.Helen’s Girls Hr,Sec School

YEAR: 2010

PLACE: St.Thomas Mount,Chennai.

AVERAGE**:** 51.8 %

**B.COM**

INSTITUTION: TMG College of Arts and Science.

YEAR: 2014

PLACE: Manimangalam,Chennai.

AVERAGE**:** 60 %

**Experience**

**Export Pvt Ltd .**

6 Months (October2013 to March 2014)

* StoreKeeper Incharger

**Finance Pvt Ltd .**

5 Months (Dec 2014 to April 2015)

(Admin Office & System Work)

* Cash collection ,Billing .
* Excel Enter & Software Enter .
* Petty Cash & Day to Day Expenses Handling .
* Collection boys Given to Cash Maintaince.
* All thinks manual maintaince .

**Apollo Group Of College .**

1year ( March 2016 to February 2017)

(Admin Office & System Work)

* Admissions , Sms Sending ,Calls following ,Fees Following & collection .
* Cash & Cheque Deposit to Bank .
* Day to Day Expenses Handling , Cash Handling .
* All think maintaince to manual works & System work .
* Weekly once Statement Sent to Mail For the Manger .

**Chennais Amirta International Institute Of Hotel Management .**

5 months ( February 2017 to June 2017)

Administrative Office .

* Attendance Department .

**PRSONAL PROFILE**

Father Name : M.Sekar

Husband Name : M.Senthilkumar

Date of Birth : 02.09.1991

Age : 25 Years

Gender : Female

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages Known :Tamil, English

**SOFTWARE SKILLS**

* MS- Office
* Tally

**EXTRA CURRICULAR ACTIVITES**

* Volley Ball

**DECLARATION**

I Hereby declare that all information furnished above is true my knowledge and belief.

**PLACE** : CHENNAI **SIGNATURE**

**DATE** : (s.vimala)