# RESUME

## M. REVATHI

## NO.1, VATCHALAPURAM

## 4TH STREET, THIRUNINRAVUR

## CHENNAI - 602024

## Cell No : 9840792719,9790977833

## E-Mail ID: revathimanjula27@gmail.com

## Objective

Seeking a position to utilize my skills & abilities in the Tourism Industry that offers professional growth while being resourceful, innovative and flexible.

Academic Qualification

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| --- | --- | --- | --- |
| Qualification | Year of passing | Name of Institution | % of Marks |
| SSLC | 2009 - 2010 | Private | 50% |
| HSSC | 2011 - 2012 | St. John’s Matric Hr.sec School | 50% |
| UG (BCA) | 2012 - 2015 | Jaya College Of Arts & Science | 70% |

**WORK EXPERIENCE**

* Employer – kasthuri Consultancy
* Designation - Ass. Account
* Duration – Jan2017 to Aug2017

**Responsibilities**

* Tele calling & follow up clients regularly

* Trip Sheet & Accounts maintenance
* Online Work Gst

* Daily reports

**System Knowledge**

* Ms-Office, Ms-excel, Ms-Power Point,
* Ms-Word

* DCA – (Diploma Computer Application)

* Tally

**LANGUAGES KNOWN**

* English: Read, Write and Speak.
* Tamil : Read, Write and Speak.

* Telugu: Speak.

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**PERSONAL DETAILS:-**

**FATHER’S NAME** : P.MOHAN

**DATE OF BIRTH** : 27/07/1992

**AGE** : 24 years

**SEX** : Female.

**NATIONALITY** : Indian.

**RELIGION** : Hindu

**CONTACT ADDRESS** : No1, Vatchalapuram

4TH Street, Thiruninravur

Chennai - 602024

**. CONTACT NO** : 9790977833,9551989630

**EMAIL ID**  : revathimanjula27@gmail.com

**Declaration**

I hereby declare that all the particulars given above are correct to the best

of my knowledge and belief.

**Station:** Chennai Yours faithfully,

**Date : (M.REVATHI)**

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