

Name : Gayatri.B
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Address : NO-74/105 New St,
Mannady,
Chennai 600001.

Objectives;

I am seeking a competitive and challenging environment where i can serve your organisation and establish a career for myself.

Previous Work Experience;

Organization – IBM pvt ltd

Experience - 8 Months

Designation - Finance & Admin Business Analyst

Roles & Responsibilities;

- o Processing Royalty & Residual Payments to Contributor
- o Creating Contracts for Contributors in CASPAR system.
- o Handling Clients queries.
- o Use to work on the applications (i.e. Morag,Caspar,Orac,Acon and Report Manager)

Education;

- o **B.Com [2015-2018]**
Bachelor of Commerce in GSS Jain College For Women) Chennai.
- o **H.Sc. [2014-2015]**
Commerce in St.Columban's Anglo Indian . Hr. Sec. School, Chennai.

o **S.S.L.C [2012-2013]**

St.Columban's Anglo Indian . Hr. Sec. School, Chennai.

Internship;

Name of the company - Sri Ram Bearing Company

(Study of Working Capital Management)

Highlights:

- o Tally
- o Basic MS Office
- o Accounting

Personal Skills;

- o Self Disciplined
- o Positive Attitude
- o Good Communication

Personal Details

- o **Father's Name** : Bala Subramaniam.B.S
- o **Mother's Name** : Seetha Lakshmi.S
- o **Date of Birth** : 10 January 1997
- o **Age** : 22 Yrs
- o **Gender** : Female
- o **Marital Status** : Single
- o **Languages Known** : English, Tamil
- o **Nationality** : Indian
- o **Interest** : Listening to Music

Declaration

I hereby declare that, the information furnished above is true to the best of my knowledge conscience.

Place: Chennai

Date : / /2020

Gayatri B
