**RESUME**

**NAME**  :- SUGANYA

**FATHER’S NAME** :- BHASKARAN

**HUSBAND’S NAME** :- JEYACHANDRAN

**ADDRESS (SLL-OMAN)** :- DOOR NO: A-06, OPP VILLA, RAYSUT, SALALAH

**ADDRESS (INDIA)** :- TC 71/3691(1), ATTAKULANGARA BY PASS ROAD

SARASWATHI NAGAR, TRIVANDRUM

**MOBILE NO**. :-***91-7736209262/919746928410***

**E-MAIL ID**. :- **suganyabr@gmail.com**

**DATE OF BIRTH** :- 16TH NOVEMBER 1982

**PLACE OF BIRTH** :- THIRUVANANTHAPURAM (KERALA)

**MARITAL STATUS**  :- MARRIED

**NATIONALITY** :-INDIAN

**RELIGION** :- HINDU

**LANGUAGES KNOWN** :- ENGLISH,HINDI, MALAYALAM, TAMIL, TELUGU

**QUALIFICATION** :-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **NAME OF THE EXAMINATION** | **BOARD OR UNIVERSITY** | **YEAR OF PASSING** |
| 1. | B.COM | KERALA UNIVERSITY | 2005 |
| 2. | DIPLOMA IN COMMERCIAL PRACTIVE | GOVT.WOMENS POLYTECHNIC COLLEGE | 2001 |
| 3. | SSLC | GOVT.COTTON HIGH SCHOOL | 1998 |

**ADDITIONAL TECHNICAL** :- COMPUTER USER FRIENDLY & TALLY

**WORK EXPERIENCE**  :- 16 YEARS

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **NAME OF THE EXAMINATION** | **GRADE & RESPONSIBILITY** | **PERIOD OF WORKING** |
| 1. | OMAN PHARMACEUTICAL PRODUCTS – OMAN | EXECUTIVE –  DOCUMENTATION, ADMIN & ACCOUNTS | NOVEMBER 2011 – MARCH 2020 |
| 2. | NORTECH INFONET | CO-ORDINATOR CC, ADMIN & ACCOUNTS | NOVEMBER 2004 – AUGUST 2008 |
| 3. | VSSC | APPRENTICE & ON CONTRACT | AUGUST 2001 – NOVEMBER 2004 |

**STRONG POINTS** :- Ready to accept challenges and learn new things.

YOURS FAITHFULLY

(**SUGANYA.B**)

PLACE :

DATE :