



SATHYA A

TYPE WRITER

A Typist with more than 1 year of experience in LAW FIRMS. Involved in typing with the speed of 60 words in 1 minute with all type of Cases, Data Entry, Case Management.

✉ santasathya57@gmail.com

☎ 8946056796

📍 COIMBATORE, INDIA

📅 05 October, 1998

EDUCATION

BCOM in Commerce

NIRMALA COLLEGE FOR WOMEN

06/2016 - 05/2019

COIMBATORE, INDIA

Courses

- Business Organisation and Office Management
- Banking Theory, Law and Practice, Business Economics
- Principle, Functional, Partnership, Corporate, Cost, Management Accounting
- Auditing, Company Law, Insurance, Business Management, Marketing
- Business law, Business Mathematics, Business Statistics
- Income Tax, Indirect Tax, Financial Markets and Institutions
- Computerized Accounting, Computer Application in Business

WORK EXPERIENCE

TYPIST

LAW FIRMS

06/2019 - 05/2020

COIMBATORE, INDIA

Achievements/Tasks

- Improved the typing speed upto 60 words per minute in both English and Tamil Law and Practice.
- Increased the count of cases by content making in all type of law and practice cases.
- Planned, Supervised and coordinated daily activity in case management.
- Improved the communication with Advocates and Petitioners to better understand the competitive position.
- Directed the creation and implementation of a Law firms data entry, Case Management, Law programs.

ORGANIZATIONS

Criminal Law And Practice Association
(06/2019 - 05/2020)

SKILLS

Typewriting speed of 60 words per minute in English, Tamil

Communication Skill

Public Speaking

Team Work

Decision Making

Email Marketing

Customer Dealing

Business Management

CERTIFICATES

IIT Bombay Libre Office Suite Writer Training
(09/2018 - Present)

Bharathidasan University Certificate of C,C++
Programming (04/2012 - 06/2013)

Government of Tamil Nadu Certificate of
Technical Education - English, Tamil Senior
(10/2017 - 04/2019)

Tamil Nadu State Level English Proficiency
(12/2014 - Present)

ACHIEVEMENTS

14th Place In Coimbatore Tamil Nadu State
Level English Proficiency Test Held in 2014.

First Class in Both English And Tamil Typing
Speed 60 Words Per Minute conducted by Tamil
Nadu Technical Education.

First Class With Distinction in B.COM
Graduation.

Secured Centum Result in Accountancy And
Economics in 12th Public Examination (2016).