

CONTACT

AASHIFA S

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No.13/6 ponnusamy vathiyar street ,
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Lankmark - meenakshi College back
side

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATION

2016

- **Venugopal Matriculation School**

SSLC

87%

2018

- **JAIGOPAL GARODIA GOVT GIRLS HIGHER SECONDARY SCHOOL**

HSC

75%

2021

- **JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN
(AUTONOMOUS)**

BACHELOR OF SCIENCE (PHYSICS)

72%

EXPERIENCE

2020 - 2021

- **COMPUTER STORE**

BILLING COUNTER

TALLY ERP 9

*BILLING-GST invoice

Sales,Purchase, Payment and Receipt Entries

* Distributing cheque for purchase invoice

* Maintaining stocks

* Checking Incoming price

* Generate E- way Bills

October 2021 -
November 2021

- **PLACEMENT SERVICE CENTER**

RECRUITER

*Curriculum vitae Verification

*Schedule Interview Date

*Follow ups

*Registration

SKILLS

- SYSTEM OPERATOR
- MS OFFICE (Word,Excel,PPT)
- TALLY ERP 9
- POSTER MAKING

INTERESTS

- ACCOUNTS
- INTERNET SURFING
- TRAVELLING

LANGUAGE

- TAMIL READ✓ WRITE✓ SPEAK✓
- ENGLISH READ✓ WRITE✓ SPEAK✓
- URDU (Mother Tongue) SPEAK ✓