

RESUME

G.PRAVEENA

MOBILE NO:8072671618

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Career Objective

Seeking a challenging position to utilize my skills and abilities in a good industry that professional growth while being resourceful innovative and flexible.

EDUCATIONAL PROFILE:

QUALIFICATION	INSTITUTION	UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA ., HUMAN RESOURCES	MADRAS UNIVERSITY	MADRAS UNIVERSITY	---	
B.Sc., COMPUTER SCIENCE	SHRI KRISHNASWAMY COLLEGE FOR WOMEN ANNANAGAR	MADRAS UNIVERSITY	2015-2018	70%
HSC	SHRI SARADA VIDYALAYA GIRLS HIGHER SECONDARY SCHOOL	STATE BOARD	2015	72%

SSLC	SHRI SARADA VIDYALAYA GIRLS HIGHER SECONDARY SCHOOL	STATE BOARD	2013	69%
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KEY SKILLS:

- ESSAY WRITING
- KNOW TYPEWRITING SKILLS

SOFTWARE KNOWLEDGE (Computer Skills):

- Microsoft (Word,Excel,Powerpoint).
- TALLY ERP 9

PERSONAL HIGHLIGHTS:

- ❖ Hard working and it's my personal goal to expose myself and do my best in my work.
- ❖ Self confidence.
- ❖ Good communication skills.

PERSONAL DETAILS:

STUDENT NAME : G.PRAVEENA

FATHER NAME : A.GANESAN

DATE OF BIRTH : 24/05/1998

MARTIAL STATUS :SINGLE

LANGUAGES KNOW :TAMIL& ENGLISH

GENDER : FEMALE

ADDRESS: NO:13/288 Periya Koluthuvancery

Dhanalakshmi Nagar Iyyappanthangal

Chennai-600122

DECLARATION:

I hereby declare that the above information's true to the best of my Knowledge and belief.

DATE:

Signature

PLACE: Chennai

G.PRAVEENA.