

**DIVYA BHARATHI.P**

5 ,Mahaveer street,  
Gandhi Nagar,  
Nagelkeni  
Chennai – 600044.

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**Career Objective:**

To attain a position which helps gain knowledge, skills, experience and to become a dependable employee for the advancement of the company and making myself grow with it.

**Educational Profile:**

COURSE	INSTITUTE	PERCENTAGE
<b>B.Com(General)</b>	SDNB Vaishnav College for Women(2017 Passed)	72%
<b>HSC</b>	MBN Government Girls Higher Secondary School (2014 Passed)	84%
<b>SSLC</b>	St. Theresa Girls Higher Secondary School (2012 Passed)	85%

**Additional Qualification:**

Type writing : Medium Level

Others : Tele-calling  
Data Entry

**Relevant Skills:**

- Ability to Work Under Pressure
- Excellent communication skills
- Decision Making
- Time Management
- Self-motivation
- Conflict Resolution
- Leadership
- Adaptability
- Teamwork
- Creativity

**Experience:**

- 2+ years working Experience in **BPO** as a **Financial Processor- Indexing and Entry data on DECCAN I SERVICES PVT LTD , Pallavaram, Chennai.**
- 3 Months of Experience in **Sutherland Global Services(Email Process).**

- **Admin in** Chaitanya techno school.
- **Tele caller** in Advertising agency.

**Area of Interest:**

1. Financial Accounting
2. Auditing& Financial Management

**Certifications:**

- Obtained Taxation certificate from Intelliexpert Management Solutions.
- Obtained Best Citizen from Rotary club of SDNB College For Women.

**Key Skills and Strengths:**

- Quick learner
- Good communication and interpersonal skills
- Focused and punctual

**Hobbies:**

- Playing Games
- Listening to music

**Personal Profile:**

Father' Name	: Ponnambalam PK ( late)
Mother's Name	: Tharabai P
Date of birth	: 04.05.1996
Qualification	: B.Com(General)
Permanent Address	: N0:5 , Mahaveer street, Gandhi Nagar, Nagelkeni Chennai – 600044.
Nationality	: Indian
Marital status	: Single
Languages known	: Tamil,English

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and confidence.

**Date :**

**Place:** Chennai

**(DIVYA BHARATHI.P)**