

RESUME

M. DURGA

NO:22, Thootta Street, Arani

Thiruvallur (Dist).

Mobile: **8667660265**

Email: rddurgasri171093@gmail.com

OBJECTIVE

Seeking for rewarding and challenging position as a Admin and Accounts.

ACADEMIC PROFILE

- **B. COM IN Madras university (2014) 67%**
Sri Devi Arts and Science College in Ponneri.
- **Higher secondary Education (2011) 71%**
Govt Higher Secondary Girls School at Arani
- **SSLC (2009) 75%**
Govt M. K. V Higher Secondary School at Arani .

EXPERIENCE:

Working as a Admin Staff in Administrative Office at SAMS College of Engineering and Technology, Since **July-2014 to September-2017 (3 Years more)** & present working on Jaya Suriya Engineering College (Head office – Telling calling for students admission purpose & college working office work) join on Dec – 2017 to Till date.

DCA IN CSC Computer Education

Sufficient knowledge in computer and internet skills which includes basic knowledge of operation of computer,

- **MS-Word**
- **MS-Excel**

SKILLS

- Clarity of Thoughts
- Team man
- Good Listener
- Positive frame of mind
- Result oriented outlook

PERSONAL INFORMATION

Father's name	: U. Moorthy
Mother's name	: M.Geetha
Date of birth	: 17/10/1993
Religion	: Hindu
Marital Status	: Single
Sex	: Female
Address	: No. 22, Thootta Street, Arani, Thiruvallur (Dist).
Contact Number	: 8667660265/9514401183

DECLARATION

I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above mentioned particulars.

PLACE : CHENNAI

DATE :

M.DURGA