

RESUME

PERSONAL PROFILE

Name : Radhika.K
Age : 24 Years
Gender : Female
Date of birth : 05/06/1997
Father' s Name : Kaliyamoorthy P.
Nationality : Indian
Religion : Hindu
Language known :Tamil, English
Marital status : Unmarried

CONTACT DETAILS :

Present Address : No: 02 velu street, Pillaiyar Kovil Street,
Jafferkhanpet, Chennai -83.

Permanent Address : No 143 Kalliyaman Kovil Street ,
Maruthur Therizhandur (Po),
Kuttalam (Tk) Nagai (Dt) 609808.

E-mail : rathikamoorthy93@gmail.com

Contact No : 9578730121,8675354538

OBJECTIVE:

Intent to build career in leading health care to obtain a responsible and growth oriented position in your organization, where I can utilize and strengthen my skills, which will help me to explore myself fully and serve the organization. As a professional I am creative and innovative and looking ahead to work in a challenging environment and strive for excellence.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	UNIVERSITY BOARD	INSTITUTION	YEAR OF PASSING	PERCENTAGE
B.SC	Madras university	Annai velankanni's college for women	2017	70%
Higher secondary examination	State Board	Government higher Secondary School	2014	81%
Secondary examination	State Board	Government higher Secondary School	2012	79%

SKILLS:

- Design to print (DTP)
- Good communication about registration details.
- Confident in my skill and knowledge.

WORK PLACE:

BHARAT SCANS : Designation – Admin Executive for 20/04/2017 to 31/10/2017 for 7 Months

Chennai -14

MEDALL SCANS : Designation –Accounts department from 01/11/2017 To 31.3.2019

Chennai – 17

SAI BABA BUSINESS SOLUTIONS PVT LTD CHENNAI: – Collection co-ordinator Accounts department from 01-04-2019 to 31-01-2022

WORK EXPERIENCE:

- **COLLECTION**
- **COMPANY CREATION**
- **BILL INPUT**
- **CREDIT NOTE**
- **DEBIT NOTE**
- **GST FILING**

STRENGTH AND SKILLS:

- **Self – directed**
- **Enthusiastic with passionate commitment**
- **Outstanding communication skills**
- **Confident motivation to technical exposure, confidence and time management at the site of action with no adverse effects.**

DECLARATION:

I have by declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the above mentioned particulars.

DATE : 03-02-2022

PLACE:CHENNAI

Your's faithfully.

(RADHIKA K.)

