

RESUME

D.Uma

No.3, Mathizhalagan Street,
Devi Meenakshi nagar,
Periyakuppam,
Thiruvallur - 602001.
Mobile : 9840639073

OBJECTIVE

To obtain a responsibility in your reputed organization to obtain a professional satisfaction by serving your organization, to the best of my ability.

EDUCATIONAL QUALIFICATION

- SSLC
 - Chennai Girls Hr. Sec. School, Saidapet
 - Year of Passing : April 2013
 - Percentage : 81%
- HSLC
 - Chennai Girls Hr. Sec. School, Saidapet
 - Year of Passing : April 2015
 - Percentage : 80%
- B.B.A.
 - Soka Ikeda College of Arts and Science College, Ambathur
 - Year of Passing : April 2018
 - Percentage : 71% (Upto 5th Sem)

PERSONAL SKILLS

- ❖ Pro Active
- ❖ Dynamic, Initiative, Flexible
- ❖ Adaptability to Environment
- ❖ Developing Team Sprit
- ❖ Organizing and Accomplishment of org. mission
- ❖ Trying Better Ways with innovative characteritics
- ❖ Reliable, Sincere with competence

WORK EXPERIENCE

- ❖ Worked as a “Purchase Dept - Secretary” in USUI SUSIRA International Pvt. Ltd., Putur, Thiruvallur for 1 year
 - **Working Skill :**
 - Goods Inward
 - Delivery Challan
 - Purchase Bill

COMPUTER SKILLS

- ❖ MS Office (Word, Excel, Access, Powerpoint)
- ❖ Tally ERP 9.0

FINANCE PROJECT

- ❖ Title : A Comparative study on Financial Statement Analysis
- ❖ Company : GCK Pvt. Ltd., Perambudur

LANGUAGE KNOWN

- ❖ JAPANESE – Proficiency Test – N5 Level (Completed)
- ❖ JAPANESE – Proficiency Test – N4 Level (Waiting for Result)

PERSONAL PROFILE

Father's Name	:	Mr.B. Damu
Date of Birth	:	07.07.1998
Age	:	21Yrs.
Gender	:	Female
Nationality	:	Indian
Marital status	:	Unmarried
Languages Known	:	English, Tamil & Japanese
E Mail Id	:	crazyuma07@gmail.com

DECLARATION:

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Place: Thiruvallur

Yours Sincerely,

Date:

(D.Uma)