

RESUME

M.DIVYA

Plot No: 2/3,

Karana Villas phase 2

5th Main road, Thendral Nagar

Pattabiram, Chennai- 72.

Email : divyavivek2707@gmail.com

Mobile : 6374237381

CAREER OBJECTIVE

Seeking a Challenging and Progressive Career in an Organization Where My Knowledge and Skill Can be Utilized for the Organization Goals as Well as to My Professional Growth.

EDUCATIONAL QUALIFICATION:

➤ B.Ed -	Sathyasai B.Ed College	2021	70%
➤ M.Com	Sri Kanyaka Parameswari Arts and Science College	2015	69%
➤ B.Com	KCS Kasi Nadar Arts and Science College	2013	68%
➤ HSC	Soundarapandi Suppammal Higher Sec. School	2010	78%
➤ SSLC	Jaigopal Garodia Higher Secondary School	2008	72%

SUMMER INTERNSHIP PROJECT:

Successfully completed the 3 months Summer Internship Project for my postgraduation period.

Project title : A Study on Employee Relationship Management

Company : AEGIS LIMITED at parry's

Service : BPO Sector

COMPUTER PROFICIENCY:

- MS OFFICE
- DTP (Photoshop Basic Only)
- Tally ERP

ACHIEVEMENTS:

- Won a medal in state level for paper presentation in year 2014
- I Scored centum in income tax in B.Com

PERSONAL TRAITS:

- **Good presentation Skills**
- **Active listener**
- **Time management Skills**

PERSONAL DETAILS:

- Husband Name : D.Vivekanandan
- Date of Birth : 27-07-1993
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Languages known : Tamil & English

DECLARATION:

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Chennai

Date:

(DIVYA.M)