

Career Objective:

I am seeking more challenging work in a professionally competitive environment where my skills are put to the best use for the organization .

Educational Qualification:

- **Master of Business Administration**, University of Madras Institute of Distance Education, (Jun 2012 to MAY 2014).
- **Bachelor of Commerce**, Chellammal women's college-chennai, affiliated to the madras University, (2007- 2010).
- Higher Secondary from General carriyappa higher secondary school, saligramam, chennai(2004-2006).
- State board from Panchayth high school, vandiperiyar, kerala (2003-2004).

Additional Qualification:

- Completed higher level in type writing
- Tally (8.1)

Experience:

- Front Office Executive & Billing Executive at Sri Sudharsanam Hospital, Avadi, Chennai. From March 2015 to jan 2016.
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- Tally at Associated Trading company valasaravakkam jan 2016 to April 2017
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- Tally and admin at Vls Fibre April 2017 to Till Date..
- Apprenticeship Training in Chennai central co-op bank limited chinmaya nagar, Chennai. (21-07-2006 to 20-07-2007)

Strength:

- Ability to understand new ideas and technical concepts quickly
- Convert ideas into meaningful results
- Good team player
- Punctual and Hard Working
- Good Communication

Personal Details:

Sex : Fe-Male
Date of Birth : 04/05/1989
Father;s Name : M.Paul raj
Husband's name : B.Rajasingh
Language known : TAMIL, MALAYALAM, ENGLISH

Address : no,47, pallavan nagar,
1st cross street,
Avadi,
chennai
Pin-600071

Declaration:

The above particulars are true to my knowledge. Given an opportunity I shall render my best services to your organization.

Place: CHENNAI

your's sincerely,

Date:

(P.REVATHI)