

RESUME

NITHYA. B

Contact No: 9677120907

**Mail id: neethu1309@gma.com
nityanandhu@yahoo.com**

36/20 Gopal Pillai Nagar

Ayanavaram

Chennai:600023

Objective

Looking forward for a challenging career that provides me with the opportunities to utilize my potential to the fullest and encourages me to accept broader responsibilities to my satisfaction and re-contribute to the company's development.

Educational Qualification:

- S.S.L.C - R C M Higher Sec School in 1997-1998 with the percentage of 58%
- H.S.C - R C M Higher sec school 1999-2000 with the percentage of 82%
- BCS (corporate secretarship) – Bhakthavatsalam Memorial College for Women 2000-2003 with the percentage of 76% (Topper in Business organization & management and Business communication)
- Hindi Exams – up to Vishard Poorvardh

Technical Qualification:

Typewriting (English) – Higher (Distinction)

Shorthand (English) – Lower

Tally (6.3 versions)

Experience:

- Project work undergone in Secretarial Department (NEPC INDIA PVT LTD) for a period of 2 months.
- Worked as Campus Head in (Genesis Info systems – Tally Academy) for a period of 1year – Annasalai
- Worked as a Tele Collection Executive in Interface Systems(AIRCEL) for a period of (2005-2009)
- Worked as an Admin Executive in Muktha Foundations Pvt Ltd (2016-2017)
- Worked as an Admin Executive in City Fashion IT services till October 2017

PERSONAL DETAILS

Name	: Nithya. B
Husband Name	: R. Nandha Kumar
Date of Birth	: 09.11.1982
Age	: 38 yrs
Gender	: Female
Marital Status	: Married
Nationality	: Indian
Contact No	: 9677120907
Languages known	: To Write: Tamil, English and Hindi : To Speak: Tamil, English, and Hindi & Malayalam.
Salary drawn	: Rs.18000/-
Expected salary	: Rs.20000/-

Declaration:

I hereby declare that all the given above information are correct and true to the best of my knowledge and belief.

Place: Chennai

Signature

Date:

(Nithya Nandhakumar. B)

