

RESUME



SREEPRIYA.A

PROFILE

I want to pursue a challenging career in an organization to apply my Knowledge for its growth and at the same time to enhance my skills

CONTACT



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Mysore, Karnataka

HOBBIES



Reading



Music



Writing

EDUCATION

UNIVERSITY OF Bangalore
Bachelor of Business Management
2008-2011 with 85% aggregate

Karnataka Pre University Board

PUC 2006-2008 with 72% aggregate

EXPERIENCE

Drushtant Info web PVT Ltd
Administrator
2017-present

Greet Technologies
Accounts Process executive
2011-2012

Skills:

- Tally prime with GST
- Expertise In MS Office 365 package
- Advanced MS EXCEL
- Word Press
- Canva
- Excellent Communication skill both verbal and written

Roles and Responsibilities

Aministrator :

- ✓ Hands on experience in MS EXCEL 365 .
- ✓ Maintaining accounts of day to day transactions
- ✓ Online support for tally prime
- ✓ E-commerce and Graphic Designing
- ✓ Working with Word Press themes and plugins
- ✓ Maintaining word press dashboard and backend support

Personal Details

Father Name	Aprameyan M.G.
Date of Birth	09/12/1990
Languages Known	English, Hindi, Kannada, Telugu and Tamil.
Nationality	Indian
Marital Status	Divorced

Personal Traits

- ✓ Young energetic & enthusiastic.
- ✓ Systematic & Sincere.
- ✓ Persistent & Patient.
- ✓ Extremely Co-operative
- ✓ Excellent Communication skills

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

Place: Mysore

Yours Sincerely,
Sreepriya

