

**SUMAIYA A**

#33 Cazy Street,  
Puducherry-605001  
Contact Number: +91 8015598079  
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**CAREER OBJECTIVE:**

To be a part of an organization where I can get ample guidance to enhance my skills and grow along with the organization.

**WORK EXPERIENCE:**

- Worked as a System Operator for 1year in a reputed school in Visharam, Vellore dist.
- Worked as a Business Associate in Vertex Pvt. Ltd. in Chennai (semi voice process).

**KEY RESPONSIBILITIES:**

- Creating pay slip for staffs.
- Resolving Customers queries via email and calls.
- Achieving targets.

**COMPUTER PROFICIENCY:**

- MS Office – Word, Excel, Power Point

**EDUCATION QUALIFICATION:**

S.no	Course Name	Institution Name	Year Of Passing	C.G.P.A
1.	B.Tech(Computer Science Engineering)	Pondicherry Engineering College	2015	7
2.	Diploma in Computer Science Engineering	Women's Polytechnic College	2012	78.2%
3.	SSLC	Immaculate Heart of Mary Girl's Higher Secondary School	2009	75%

**PERSONAL DETAILS:**

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|-------------------|--|
| ➤ D.O.B.          | 7 <sup>th</sup> April 1994                       |
| ➤ Husband Name    | Imtiaz Ahmed                                     |
| ➤ Nationality     | Indian   |
| ➤ Mother Tongue   | Urdu   |
| ➤ Languages Known | English, Tamil, Urdu and Hindi                   |
| ➤ Hobbies         | Cooking, Handcrafts work, Net surfing and Carom. |

I hereby declare that the above given information is true to best of my knowledge.

(A. Sumaiya)