

RESUME

ASHWINI.I

Ph: 8608252042.

9367507197.

Mailid:ashwinijensy97@gmail.com

No. 40,

Srinivasa Murthy Avenue.

Adyar,Chennai-600020.

CAREER OBJECTIVE:

Seeking a challenging opportunity in an **Organization** to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfillment of organizational vision.

EXPERTISE SUMMARY:

Exceptional versatility and adaptability.

Dedication and drive as a hard-working individual.

Good communication and team-building skills.

Ability to handle the situations in pressurized environment.

Quick learner, Adaptive to changing environment

Positive attitude, eager to learn

QUALIFICATION DETAILS:

QUALIFICATION	YEAR OF PASSING	INSTITUTION	PERCENTAGE
B.COM (Bachelor of commerce)	2018	Mohammed Sathak College Of Arts&Science (Madras university)	60%
Higher secondary	2014	Avvai Home T.V.R Girls Hr. Sec. School	55%
SSLC	2012	Chennai High School	62%

TECHNICAL SKILLS:

- Technical Skills : Communicating, Mail Operations, Accounting ,MS-Office
- Subject of Interest : Accounting and Financial Management

ACHIEVEMENTS:

- Participated in Womens Entrepreneurial Devolopment Programs.
- Participated in Womens Motivational Speech.
- Participated in “VIIMS”(Vivekanandha Institute Of Information And Management Studies) QUIZ 2020 .

EXPERIENCE:

- One Year Invoice Processing,Inventory Typing For Software And Purchase Entry(TALLY) In Ashish Marketing.

HOBBIES AND INTERESTS:

- Listening to music.

SELF EVALUATION:

- Good communication and presentation skill.
- Positive attitude, eager to learn, team facilitator, assertive.
- Quick learner, Adaptive to changing the environment.
- Good team player, flexible & hardworking with sincerity & honesty.

PERSONAL DATA

Name	:	ASHWINI.I
Date of Birth	:	07/06/1997
Father's name	:	P.Ilango
Marital Status	:	Single
Nationality	:	Indian

Languages Known : English, Tamil

DECLARATION:

I hereby declare that the above given details are correct to the best of my knowledge.

Place: Chennai.

Signature
[ASHWINI.I]