

## **M.JAYANTHI**

Phone: 7010874960 Email ID: mjayanthi795@gmail.com

### **CAREER OBJECTIVE**

Aspiring to work with an organization where I can utilize my skills and effectively deliver towards contributing to the organization's growth and also enhance my personal growth through continual upgrading of knowledge.

### **EDUCATIONAL QUALIFICATION**

#### **UNDERGRADUATION:**

Bachelor of computer science,

Annai veilankannai's college , Madras University

73%

#### **HSC:**

Sri R K M, Saradha Vidhyalaya girls higher secondary school(2012)

71%

#### **SSLC:**

Government higher secondary school (2010)

60%

### **TECHNICAL SKILLS**

- MS Office ,Word
- Typewriting (English)
- DTP
- Photoshop CS3

### **SOFTWARE SKILLS:**

- C language & HTML

- MS- Access
- Win Xp , 7&8

**Work experience:****Organization: Accenture**

Role : Transaction Process Associate (NASCO CORRESPONDENCE)

Period : 25/05/16 – 22/04/21

Project name: ANTHEM

**Role Description :**

organised and maintained patient healthcare record system, including their expenditure.

Performing data entry and tracking tools. Apply knowledge of processes and related systems to assist in identifying, assessing and resolving issues/problems. Assess and resolve non-standard and standard issues or problems. Seek advice and escalate issues when faced with tasks/problems outside the scope of the work.

Experience in handling highly complexity type of work.

**ACHIEVEMENTS**

- Participated and won cultural events at college.
- School topper in the higher secondary examination.

**STRENGTH**

- Good communication skills.
- Problem solving and decision making.
- Responsible and ambitious.

**INTERESTS**

Dancing, singing and cooking.

### **PERSONAL INFORMATION**

Date of Birth : 09.07.1995  
Gender : Female  
Father's Name : R.Murugesan  
Languages known : Tamil(R,W,S)  
English(R,W,S)  
Permanent address : No.31, D block, K k nagar, Chennai -600 078

### **DECLARATION**

I hereby declare that the information given herewith is correct to the best of my knowledge and belief and I will be responsible for any discrepancy.

**Date:**

**Place: Chennai**

**Yours faithfully**

( **M.JAYANTHI**  
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