

**B. KAVIYA**

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No. 34/57, AVM Avenue,  
1st Main Road, Virugambakkam  
Chennai 600 092.

**OBJECTIVE:**

To be a part of an organisation where get a chance to use my knowledge and skills to contribute in the progress of the organisation as well as myself.

**EDUCATION:**

Qualification	Board/ University	Percentage	Year of passing
<b>B.com (A&amp;F)</b>	Shri Krishnaswamy college for women	80%	2017-2020
<b>HSC</b>	Shri Krishnaswamy matric. Hr. Sec. School	79%	2017
<b>SSLC</b>	Thai Sathya matric. School	71%	2015

**ADDITIONAL QUALIFICATION:**

- MS Office
- Tally
- English Typewriting

**SKILLS:**

- Flexibility
- Friendliness
- Self motivation

**EXPERIENCE :**

- Sony authorized service center (Digital Vision) - One year(customer handling, report analyze and data entry)

**PERSONAL PROFILE:**

Name. : B. Kaviya  
Father's Name. : S. Baskaran  
Date of Birth. : 10.4.1999  
Gender. : Female  
Religion. : Hindu  
Nationality. : Indian  
Marital Status : Unmarried  
Language Known : English and Tamil

**DECLARATION:**

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

Place : Chennai

Date:

**(B. KAVIYA)**