

Resume

**Address:****A.SUGANTHI****Kovil street, Kuchipalayam****Manakal, Ayyampetai (post)****Tiruvarur (dist) PIN code: 610104****E-mail: sugunila4072@gmail.com****Mobile No: 7639609141**

CARRIER OBJECTIVE:

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the growth of the organization and mine as well. Innovative and competitive world

EDUCATION QUALIFICATION:

Course	Institution	Board/University	Year of Passing	Percentage
BSC (CS)	Thiru.vi.ka.govt arts & science college	BHARDHIDASAN	2018	88%
HSC	SRI.G.R.M, higher Secondary school THIRUVARUR.	State Board	2015	82%
SSLC	SRI.G.R.M, higher Secondary school THIRUVARUR.	State Board	2013	93%

AREA OF INTEREST:

1. Microsoft word, Microsoft excel,
2. C,c++,java,photoshop,
3. HTML, Type writing lower.

EXPERIENCE:

1. RSMIPL at Chennai. (1 year)-(Data entry & supervising)
2. Now worked in **Bharat Auto Agencies- Tiruvarur** - (administrative data entry and billing also)

SKILLS:

1. Positive Attitude
2. Customer service skills
3. Creativity
4. Computer and technical skills (including software knowledge)
5. Administrative skills
6. Accuracy and attention to detail
7. Proficient typing and transcription

ASSETS:

1. Excellent Communication skill
2. Strong Time management skills.
3. Ready to accept changes & challenges
4. Quick learner & good observer
5. Excellent critical thinking skills.

PERSONAL PROFILE:

Name : Suganthi .A

Father's name : Arumugam.M

Date of Birth : 27/07/1997

Age : 23

Gender : Female

Marital Status : Single

Religion : Hindu

Languages Knows : Tamil, English

Nationality : Indian

Permanent Address : Suganthi .A

D/O Arumugam.M,

2/214,Kovil Street,

Kuchipalayam, Manakal Ayyampetai (post),

Tiruvarur (Tk), Tiruvarur (dt), Tamil nadu, 610 104.

DECLARATION:

All information in this resume is true and correct to the best my knowledge and belief.

I hereby declare that all the above information is correct and accurate.

Date:

Place: Tiruvarur

Yours Faithfully.

(A.SUGANTHI)