

# RESUME

**SHEEBA A**

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☎ :8760267662,9941259501

## CAREER OBJECTIVE:

To seek a challenging Environment that Encourage learning and creativity that provides exposure to new ideas and that stimulates Personal Growth.

## ACADEMIC PROFILE:

Name of the degree	Name of institution	University / Board	Year	Percentage %
B.SC (Computer Science)	Sri Ram College of Arts & Science.	University of Madras	2010-2013	82%
H.Sc	Govt.A.D.W Girls Higher Secondary School	State Board	2008-2010	85%
S.S.L.C	St. Andrews Higher Secondary school	State Board	2007-2008	72%

## WORKING EXPERIENCE:

Name of the Company	Designation	Responsibility	Period
Prathyusha Engineering College	Computer Technician	MIS Report, Excel Word Google sheets work, Data Entry, Mailing, Maintaining student's attendance, Issuing Bonafide & Certificates, Related Student affairs.	3.3 Year
Blue Chip Corporate Investment Centre Private Ltd.,	Branch Assistant	Lead Generation, Fixing appointment through calls, Follow up client and solve their queries, Giving Service	1 Year

**TECHNICAL SKILLS :**

- Software Package : MS-Office 2003/2007/2010
- Language : C,HTML
- Typing : Tamil and English – **Higher**

**STRENGTH :**

- ✓ Leadership quality
- ✓ Flexibility
- ✓ Quick learner
- ✓ Self Confident

**HOBBIES :**

- Singing Song
- Listening Music
- Playing

**PERSONAL PROFILE :**

**Name** : A.SHEEBA  
**Father's Name** : Mr.M. Aruna  
**Sex** : Female  
**Date of Birth** : 20-06-1993  
**Nationality** : Indian  
**Religion** : Christian  
**Address** : 26, Bajanai Koil Street, Puliymangalam (V & P),  
Arakkonam (Tk), Vellore – 631 004.  
**Languages known** : Tamil and English (To Speak and write)

**DECLARATION**

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

**Yours Sincerely,**

**PLACE :**

**DATE :**

**(A.SHEEBA)**