
MUTHU LAKSHMI G.

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9535602561*



Objective:

Seeking a grateful entry in an organization, where I can give my best effort and hard work to your concern

About Me:

A hardworking and a responsible working personality with good communication skills.

Education:

Name of Examination	Board/University	Year of Passing	% of Marks
MBA (System Management)	Madras University		Pursuing
B.E (CSE)	Sree Sastha Institute of Engineering & Technology (Affiliated to Anna University)	June '13	65%
Higher Secondary [Plus Two]	Immaculate Heart of Mary's Girls Higher Secondary School	May '09	70%
S.S.L.C	Immaculate Heart of Mary's Girls Higher Secondary School	May '07	77%

Software Skill set

Languages: C, Java (Basics), IAS Slim

Web Tools: HTML

Experience

1. Deccan iServices as Data Entry Operator in Ekattuthangal, Chennai from July 2013 to May 2014
2. Commercial Assistant in SGS India Pvt Ltd – Ambattur Chennai from July 2014 to Feb 2016.

HIGHLIGHTS:

- Centralized billing for all Customers for Daily Basis bill generation in IAS.
- Payments follow up with the customer according to the Billing Cycle and updating with the payment details.
- Co-ordinate with the customer Service to get MIS Report being sent to customer basis and compare with the Freight Bill to get the precise details.
- Updating customers for the submitted Bills.

Tracking of all original Bill submission Acknowledgement

3. Jarulss Technology Solutions as Data entry operator in Ambattur Chennai.
4. Process Executive in Silicon India – Murugeshpalya, HAL Bangalore.
5. Working as Management Assistant in Centre for Airborne Systems DRDO, – Bangalore under Contract basis from May 2019.

HIGHLIGHTS:

Working in GeM (Government E-Marketplace)

Extra Curricular Activities

School day's participation

*Participated in Science fest for designing and also involved in NSS.
Awarded certification in Drawing and Handwriting Competition in school level.*

Personal Information

Date of Birth : 3rd April 1991

Father's Name : M. Gopal

Languages Known : English, Tamil & Kannada

Marital Status : Single

Gender : Female

Passport No : U9559585

Declaration

I hereby declare the above said details are true to the best of my knowledge.

Date:

Yours Sincerely,

Place: Bangalore

[MUTHULAKSHMI.G]