

JAYANTHI. J

Address for Correspondence:

D/O, R.JAMBUNATHAN,
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Ground Floor (G-3),
Ullagaram, Chennai 600 091

Tamil Nadu.

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Personal Profile:

Father : R. JAMBUNATHAN

Gender : FEMALE

Nationality : INDIAN

Religion : HINDU

CASTE : BRAHMIN

Marital Status : MARRIED

OBJECTIVE

To seek a challenging, growth oriented position in a progressive and innovative organization that will utilize my skills and also provide an opportunity to further enhance my knowledge and skills.

ACADEMIC RECORD

BACHELOR OF COMMERCE (B.COM)

Field of Study : Commerce

College : SEETHALAKSHMI RAMASWAMI COLLEGE, Trichy

Year of Passing : Apr 1987

XII Standard (HSC)

Institute : ST.PHILOMINAS Girls Hr Sec School, Trichy

Percentage : 60.2 %

Year of Passing : Apr 1983.

X Standard (SSLC)

Institute : ST.PHILOMINAS Girls Hr Sec School, Trichy

Percentage : 57.6 %

Year of Passing : Mar 1981

TECHNICAL QUALIFICATION

- Typewriting Higher Grade in both English & Tamil
- Diploma in MS Office at Computer Software College, Chennai

Hobbies:

- Interesting to read books.
- Hearing light music.

Linguistic Abilities:

English

- To Read
- To Write

Tamil

- To Speak
- To Read
- To Write

Location: Ready to work
Anywhere of any post.

WORK EXPERIENCE

- IN 1987-1988- Tamil Nadu Handloom Weavers Society, Egmore, Chennai
- IN 1988-1990-Blind Women Rehabilitation Centre, ,Mannarpuram, Trichy
- IN 1991- LIC of India, Chennai
- IN 1995-1996 – M/s.AMTREX, Eldams Road, Alwarpet, Chennai
- IN 1999-2002- PRINCE Matriculation Hr. Sec. School, Madipakkam, Chennai
- IN 2002-2003- NEW PRINCE Shri Bhavani Arts & Science College, Chennai
- IN 2005 to 2018 – SREE SASTHA Group of Institutions, Chembarambakkam, Chennai

AREA OF INTEREST

- FAST TYPEWRITNG IN ENGLISH & TAMIL

SKILL TEST

- Attending to official correspondence- in English and also in Tamil
- Maintenance of Confidential Files and Put up the proposal at the time of appointment, increment etc.
- Maintenance of registers to facilitate easy functioning

Declaration

I hereby declare that the above particulars given are true and faith to the best of my knowledge and belief. I assure you Sir, that I can carry out heavy assignments within the stipulated time schedules and I will discharge my duties to the utmost satisfaction of all my superiors forever.

Awaiting for your early favourable orders please.

Place : Chennai.

Date

Yours faithfully,

(J.JAYANTHI)