**RESUME**

**S.Nandhini,**

**34/32 Albert ponnu Swamy Street,**

**East Tambaram.**

E-mail : 48nandhu@gmail.com mobile no: 9551530006.

**OBJECTIVE:**

Seeking a suitable position to utilize my skills, knowledge and ability in your company that offers me a professional growth while being resourceful, innovative and flexible.

**EDUCATIONAL QUALIFICATION:**

* Degree : B.COM –CORPORATE SECRETARY SHIP

College : SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN.

Duration : 2013-2016,

Percentage : 67%

* Higher Secondary : CHRIST KING GIRLS HIGHER SECONDARY SCHOOL

EAST TAMBARAM-600059.

Duration : 2012-2013

Percentage : 71.83%

* Secondary : CHRIST KING GIRLS HIGHER SECONDARY SCHOOL

EAST TAMBARAM-600059.

* Duration : 2009-2010

Percentage : 69%

**COMPUTER SKILLS:**

Operating systems : Windows

Package : MS Office

**PERSONAL PROFILE:**

Date of birth : 18.09.1996

Father’s Name : Sampath

Religion : Hindu

Sex : Female

Nationality : Indian

Marital Status : single

Language Known : English, Tamil, Telugu

**HOBBIES:**

Playing Carrom

Listening Music

**PERMANENT ADDRESS:**

**S.Nandhini,**

**34/32 Albert Ponnu Swamy Street,**

**East Tambaram,**

**Chennai-600059.**

**DECLARTION:**

I hereby declare that the above information’s are true to the best of my

Knowledge.

**(S.Nandhini)**