Brindha

Brindha.272902@2freemail.com

**Objective**

Looking forward to work in a challenging environment, where I can utilize my knowledge and skills effectively for the success of the organization and also for the improvement of my career competencies.

**Experience**

* Currently employed with Regional passport office Trichy as a contract employee under the payroll of S2 infotech.
* Working since January 2014 as Accounts executive.

**Academic Qualification**

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| --- | --- | --- | --- |
| **COURSE** | **COLLEGE/SCHOOL** | **YEAR OF PASSING**  | **PERCENTAGE** |
| B.Com | Holy Cross college (Atonomous), Trichy | 2012 | 59% |
| HSEC | Periyar Maniammai Girls Higher Sec.School,Trichy | 2009 | 56% |
| SSLC | Periyar Maniammai Girls Higher Sec.School,Trichy | 2007 | 61% |

**Project Details**

* My Academic project work done under guidance and the project report entitled “A STUDY ON THE CONSUMER SATISFACTION TOWARDS HINDUSTAN UNILIVER PRODUCTS OF DETEGENT POWDER AND BAR IN TRICHY”.

**Key Skills**

* Excellent Accounting and tax compliance.
* Goal oriented and competent.
* Excellent Customer relationship management.
* Strong Technical and analytical skills.
* Proficient in Computers skills like MS Office and accounting software tally.

**Personality Traits**

* Strong communication skills.
* Dedicated and Hardworking.
* Self-motivated.
* Problem solving capacity.

**SKILL SET**

* Operating System : Windows XP, Windows7
* Packages: MS-Office (Word, Excel, PowerPoint), Tally,ERP-9.0.

**Extra-Curricular Activities**

* Paper presented in a state level seminar entitled “Future Agriculture” at Arul Anandar college,Madurai.
* Paper presented in a state level conference titled “Effects of business environment on HR practices” at Bishop Heber College,Trichy.
* Event organizer for Annual Day Function in our college.
* Participated in various cultural activities in college.
* Participated in college workshops and training.

**Declaration**

I hereby declare that the above furnished details are correct and complete to the best of my knowledge and belief.