**RESUME**



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| **PERSONAL DETAILS*:*** |  |
| **NAME:** | **GOMATHI**  [**GOMATHI.326296@2freemail.com**](mailto:GOMATHI.326296@2freemail.com) |

**LANGUAGES KNOWN:**

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- |
| **SPOKEN** | **WRITTEN** |  |
|  |  |  |
| ENGLISH,TAMIL,HINDI | ENGLISH & |  |
| & MALAYALAM | TAMIL |  |
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|  |  |  |

M.COM.

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|  | MADRAS UNIVERSITY, CHENNAI, |
| **B.COM** | TAMIL NADU. |
|  |  |
|  | ANNAMALAI UNIVERSITY, |
| **M.COM** | CHIDAMBARAM, TAMIL NADU. |
|  |  |
| **TECHNICAL QUALIFICATION:** |  |

1. **TYPEWRITING**: ENGLISH & TAMIL HIGHER PASSED
2. **COMPUTER**: **1**. ADVANCED DIPLOMA IN COMPUTERS,

APPLICATION AND INTRODUCTION TO COMPUTER WINDOWS,

MS-OFFICE AND FOXPRO.

**2**. DIPLOMA IN OFFICE AUTOMATION AND TALLY.

**ADDITIONAL QUALIFICATION:** HINDI RASHTRABASHA PASSED

THROUGH DAKSHINA BHARATH HINDI PRACHAR SABHA, CHENNAI.

**WORK EXPERIENCE:** WORKED AS A TYPIST AND ASSISTANT

ACCOUNTANT IN AN OFFICE AND ALSO WORKED AS TEACHER IN INDIA AND

ABUDHABI.

**PROFESSIONAL OBJECTIVE:**

SEEKING A SUITABLE AND REWARDING CAREER WITH AN ESTEEMED

ORGANIZATION. THIS WOULD OFFER GOOD ADVANCEMENT POTENTIAL

CHALLENGES AND OPPORTUNITIES TO ZOOM MY CARRIER GROWTH ALSO

CONTRIBUTING TO THE SUCCESS OF THE ORGANIZATION.

**PERSONAL STRENGTH:**

EXCELLENT COMMUNICATION SKILL.

HIGHLY COMMITTED TOWARDS THE ASSIGNED

RESPONSIBILITIES.

HARD WORK, SELF-MOTIVATED AND INDIVIDUAL.

HIGH GRASPING POWER AND A FAST LEARNER.

TEAM WORKER AND CO-OPERATIVE IN NATURE.

**ACKNOWLEDGEMENT**

I HEREBY DECLARE THAT ALL THE ABOVE MENTIONED DETAILS ARE TRUE AND

I WILL BE THE ASSET FOR THE ORGANIZATION THROUGH MY SERVICE.

THANKS AND REGARDS,