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| **Divya****Divya.333747@2freemail.com****Personal Details****Date of Birth : 26th Jul 1991** Sex : FemaleMarital Status : Married Nationality : IndianLanguages Known : English, Tamil  .**Professional Experience****TNQ Books Ands Journal Pvt Ltd, Chennai, India** ***Data Entry Operator: May 2013 – April 2014**** Perform general data entry using Microsoft Excel and Word.
* Input data into a variety of computer programs with pace and correctness.
* Perform a wide variety of secretarial tasks in support of the business.
* Answer phones and create notifications in the system Contact with internal and external customers

**PENTA Consultancy Service, Chennai, India** ***Computer Operator: June 2014 – March 2016**** Performed data entry-alpha and numeric data entry to add new records, verify, correct, edit & change
* Utilized scanner, copier, telephone, fax machine, and printer to perform tasks.
 |  RESUME Career ObjectiveTo grow in a challenging atmosphere where there is a scope for growth along with the company a strong belief of confidence and willingness to work in any atmosphere as a team and to prove myself with a progressive organization by utilizing my skills, abilities, in addition to that my dedication, commitment and find a better position that offer security and professional growth while being resourceful, innovative and flexible.Educational Qualifications* **B.Sc (Comp)** - Swami Dayananda Arts & Science College, Manjakudi - Tamil Nadu, India.(With 74% in the year of 2009-2012)
* **HSC** – Swami Dayananda Higher Secondary School, Manjakudi - Tamil Nadu , India.( With 75% in the year of 2009)
* **SSLC** –Girls Higher Secondary School ,Kodavasal -

Tamil Nadu, India.( With 75% in the year of 2007)Technical Skills* Application Package: MS Office
* Web Package: HTML
* Database : SQL
* Programming Language: C, C++ &VB

 * OS: Windows XP, Windows 7 & windows8.

Additional Qualification* I have completed Diploma in software Testing (DST) course in Vega Soft Technologies.
* I have Knowledge in manual Testing & Automation Tools like QTP, QC.
* I have completed Higher Diploma in Computer Application (HDCA) course in TCPS InfoTech.

DeclarationI hereby declare that the above mentioned are true to the best of my knowledge and belief.**Yours faithfully****Divya (A) Diya Asifa**  |