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| **Divya**  [**Divya.333747@2freemail.com**](mailto:Divya.333747@2freemail.com)  **Personal Details**  **Date of Birth : 26th Jul 1991**  Sex : Female  Marital Status : Married  Nationality : Indian  Languages 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 Objective  To 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.   Declaration  I hereby declare that the above mentioned are true to the best of my knowledge and belief.  **Yours faithfully**  **Divya (A) Diya Asifa** |