***RESUME***

Geethanjali

Mail : [geethanjali.370458@2freemail.com](mailto:geethanjali.370458@2freemail.com)

**Career Objective:**

To be honest with work, try to achieve target with my best effort for the Development of the organisation , which require optimum use of my skills and abilities and continously grow better as professional.

**Educational qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| YEAR | SCHOOLING AND COLLEGE | Course | PERCENTAGE |
| 2012-2015 | Valliammal college for women  Anna Nagar Chennai | Bcom | 75% |
| 2011-2012 | Presidency girls higher secondary school  Egmore  Chennai | HSC | 77% |
| 2010-2011 | Lady MCTM Girls Hr.Sec.School  Purasaiwalkam  Chennai | SSLC | 57.6% |

**Additional qualification:**

Studied Financial markets from National Stock Exchange

**Knowledge :**

* + - Banking
    - Insurance
    - Stock Exchange

**Computing skills**

* + - Ms Office
    - MSword and Excel
    - PowerPoint

**Strengths:**

* + - Good communication skills
    - Good analytical and problem solving skills
    - Flexible and adaptable
    - Enthusiastic and hardworking good team player
    - Team work
    - Harmoniously worked in groups within academic and non academic environments

**Communication and Management:**

Good Communication Skills developed through presentation and interacting with general public.

**Interest**

* + - Reading Books
    - Drawing
    - Painting and listening to music

**Languages:**

* English and Tami

**Professional Experience:**

Worked as a Office Assistant in **M.Karuppiah &Co ( Chartered Accountants** ) Auditor ., CHENNAI (IND) from SEP 2015 to April.2016.

**PERSONAL PROFILE**

Date of Birth : 24/01/1995

Gender : Female

Marital Status : Married

Nationality : Indian

Visa : Visit visa

**Declaration**

I hereby declare that the information furnished above are true to the best of my knowledge.

Thanking you

Date:

Place: (Geethanjali)