**PRIYA**

Email: [Priya-389833@2freemail.com](mailto:Priya-389833@2freemail.com)

**Career Objective**

Looking for a rewarding career in a reputed organization, which offers both professional and personal growth and to contribute for the growth of that organization.

**Strength**

* Thoroughacademic and professional background
* Strong analytic and problem solving skills and web research skills
* Ability to complete large volume of work quickly
* Ability to produce best result in pressure situation
* Ability to learn new concepts quickly

**Highlights**

* Documentation and Document control
* Filling, Faxing, Mailing and Data achieving
* Invoice Processing and Billing
* MS Office proficient
* Proof reading and Quick Learner
* Dedicated team player and Cando attitude holder

**Experience**

Aug-2015 to April-2018 **Office Admin,** Asma IT Solution, Trichy

* Verify and track all project deadlines to facilitate smooth work flow and satisfied clients
* Control inventory and order new supplies
* Contact outside vendors to handle rush jobs
* Document distribution incoming and outgoing list

**Qualification**

* 2013-2015

Master of computer science from SeethalakshmiRamaswamicollege, Trichy, Tamil Nadu

* 2011-2013

Bachelor of computer science from A.D.M college, Nagapattinam, Tamil Nadu

**Technicalskill**

* C, C++, PHP
* Ruby, .Net
* MS-Office

**Personal Details**

Date of Birth : 19.05.1993

Mother Tongue : Tamil

Nationality : Indian

Language known : Tamil, English

Marital Status : Married

**Visa Status**

Type: Husband

Expiry : March, 2021