

Resume

R.girija,
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OBJECTIVE:

To become a part of a growing organization and apply my professional, technical, managerial and inter personal skills and thus develop myself and work towards the goal and vision of the company.

EDUCATIONAL QUALIFICATION:

Qualification	Institution	Board	Year Of Passing	Percentage Of Marks
B.Com (General)	Dr. Mgr Janaki College Of Arts And Science For Women.	Madras University	2021	75.66%
HSC	Our Lady's Hr.Sec School Thiruvottiyur, Chennai-19.	State Board	2018	86%
SSLC	Our Lady's Hr.Sec School, Thiruvottiyur, Chennai-19.	State Board	2016	80%

TECHNICAL QUALIFICATION: (software skills)

- Ms office - word, excel, power point
- Tally ERP 9
- Hindi exam completed till third level
- E-commerce

WORKING EXPERIENCE:

- September 2020 – February 2021 : teaching tally and Computer software in (CSE) computer software education.
 1. Ms office
 2. Tally ERP9

CO-CURRICULAR ACTIVITIES:

- Basket ball in zone level
- Athletics in school and college level
- Kho-kho in school level

STRENGTHS:

- Hard working
- Ability to productively individually and in a team
- Quick learner
- Can easily adapt myself to the environment i am working in.

HOBBIES AND INTEREST:

