

RESUME

Radha.R

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CONTACT:
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Career Objective:

To associate myself with a progressive company and effectively utilize my communication and presentation skills and thereby contribute to the growth of the organization and self.

Educational Qualification:

YEAR	COURSE	SCHOOL/COLLEGE	BOARD/UNIVERSITY	PERCENTAGE
2018-2021	B.Com (Corporate Secretary)	Sri Meenakshi Academy of Higher Education And Research , Virugambakkam.	Deemed University	73%
2018	HSC	St.Theresa Girls Hr. Sec School,Pallavaram	Tamil Nadu State Board	60%
2016	10 th	St.Theresa Girls Hr. Sec School,Pallavaram	Tamil Nadu State Board	61%

COMPUTER KNOWLEDGE:

- Tally ERP 9
- Ms Office

AWARDS & CERTIFICATES:

- A course completion on Tally ERP 9

PERSONAL SKILLS

- Fast learner
- Hard working
- Self motivative

HOBBY'S:

- Reading Books
- Listening Music

LANGUAGES KNOWN:

- To read and write English and Tamil

PERSONAL DETAILS:

- DATE OF BIRTH :09.01.1999
- GENDER : Female
- FATHER'S NAME : Ravishankar M
- MARITAL STATUS : Single
- NATIONALITY : Indian

Radha R