**Poornima D**

No: 1/142, Bajanai kovil Street

Thirumangalam ,sunguvarchatram (post)

Kanchipuram – 602106

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8778989317, 9566179463

# OBJECTIVE

To Learn And Function Effectively In An Organization And Be Able To Deliver My Skills. To Constantly Upgrade My Knowledge To Make A Difference In My Career.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **INSTITUTION** | **PERCENTAGE** | **YEAR OF PASSING** |
| B.com ( General ) | Alpha Arts And Science collage-Porur | 75% | 2017-2020 |
| H.S.C | Guntur Subbiah Pillai Girls Higher Secondary School ,T Nagar | 76% | 2016-2017 |
| S.S.L.C | Guntur Subbiah Pillai Girls Higher Secondary School, T Nagar | 80% | 2014-2015 |

**WORK EXPERIENCE**

1. **Interplex Electronics India Pvt Ltd**

* Machine Operator – 1 year

1. **MMC Infotech Services Pvt. Ltd**

* Standard charted bank backend – 8 months

**TECHNICAL SKILLS**

* Tally ERP 9

# ATTRIBUTES/AILITIES

* Good communication skills
* Accountability and adaptability to changing environment
* Good and effective decision making skills
* Time management

# PERSONAL PROFILE

|  |  |  |
| --- | --- | --- |
| Father Name | : | Poornima D |
| Date of Birth | : | 03.01.2000 |
| Gender | : | Female |
| Language Known | : | Tamil , English |
| Marital Status | : | Unmarried |
| Nationality | : | Indian |
| Religion | : | Hindu |

# DECLARATION

I hereby declare that all the above furnished particulars are true and correct to the best of my knowledge and belief.

Place:Sriperumbudur Signature

Date: Poornima D