

Resume

R.girija,
No:13/3,14th street,
Raja shanmugam nagar,
Thiruvottiyur,
Chennai-600019.

Email id: girijarubalingam@gmail.com

phone no: 9841016482

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:

- Playing shuttle
- Listening music

PERSONAL PROFILE:

Name : R.Girija

Father's Name : J.Rubalingam

Date Of Birth : 10:06:2001

Gender : Female

Nationality : Indian

Languages Known :

To Speak : Tamil, English ,Telugu

To Write : Tamil , English

Permanent Address : No:13/3,14th Street Raja Shanmugam Nagar,
Thiruvottiyur, Chennai-600019.

DECLARATION:

I hereby declare that above mentioned details are true to the best of my knowledge and belief.

Place : chennai

your's sincerely,

Date :

R.GIRIJA