

RESUME

AMARNA. A

D/o.Arumugam
No.149, Karayaravittakuppam,
B.Vadugapalayam,
M.Pudhur (Po)
Cuddalore (DT)

Mobile: **6381927184**

Email: **selviamarna@gmail.com**

Objective:

Looking forward to build my career by utilizing all opportunities to implement my skills and knowledge in order to pursue a long term relationship with the organization.

Academic Profile:

Details	Institution	Passing Year	Percentage
B.A (Tamil)	Open University, Chennai.	in running of Corres on degree communication.	-
Stenography	Govt.Women I.T.I, Cuddalore.	Jul-2017	91%
HSC	Govt. Girls. Hr. Sec. School, Cuddalore	Mar-2016	65%
SSLC	Govt. Girls. Hr. Sec. School, Cuddalore	Mar-2014	83.6%

Technical Skills:

Software : MS Office, MS Word, MS Excel, Power Point.

Language : Tamil, English

Concepts : Basic Networking Concept.

WORKING Experience:

- **Office of the Assistant Director of Handloom, Cuddalore**
Admin in 25.11.2019 to Till Date.

Strengths:

- I got confident and sportive person
- Adopt in any type of environment.

Technical Qualification:

- Stenographer English Junior in Distinction Grade,
- Stenographer Tamil Senior in Distinction Grade,
- Typewriting English Senior in Distinction Grade,
- Typewriting Tamil Senior in First Class,
- Computer on Office Automation (COA) in Second Class,
- National Trade Certificate in Stenography.

Personal Details:

Father's Name : ARUMUGAM. K
Date of Birth : 01.05.1999
Sex : Female
Nationality : Indian
Address : 78/MARIYAMMAN KOVI STREET,
B.VADUGAPALAYM,
M.PUTHART (POST),
CUDDALORE (TK) ,
TAMIL NADU. PIN: 607 004.
Marital status : Single
Languages Known : English, Tamil.

Declaration:

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

Place: cuddalore

Signature

Date:

(AMARNA.A)