

RESUME

ABINAYAVALLI.K

15/7, Red Field Road,

Puliyakulam,

Coimbatore-641045

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Email: abisuren1528@gmail.com

Career Objective

To work in an challenging environment demanding all my skills and always be a core team player and adapt myself in different fields for the development of the organization and where I can acquire good amount of skills and knowledge for further growth in my profession. To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work will with people.

Educational Qualification

Aggregate percentage

B.COM(CA)

80%

Rathinam college of Arts and Science(Autonomous),

Tamil Nadu,

University: Bharathiar university.

Higher Secondary

70%

SRP Ammuni Ammal girls Higher Secondary School,

Coimbatore.

Secondary

Miltion Matriculation School,

75%

Selvapuram, Coimbatore.

Technical Skills

- Computer: Microsoft Office applications and Internet.
- Flexible.
- Easily adaptable to any environment.
- Problem solving ability.
- Hard worker.
- Optimistic.

Technical Experience on Project Work

- SIVA SHAKTHI INDUSTRIES
- Guided by : MS.R.REKHA

Hobbies and Interests

- Gardening.
- Listening music.
- Reading Books.
- Drawing.

Workshop

- Participated in the workshop on entrepreneurship organized by RATHINAM COLLEGE OF ARTS AND SCIENCE "TALLY ERP 9".
- Participated in the workshop on entrepreneurship organized by RATHINAM COLLEGE OF ARTS AND SCIENCE "STOCK MARKET TECHNICAL ANALYSIS STRATEGIES ".

Extra- curricular Activities

- Served the society through various NSS Campus College level.
- Participated in Paper Persentation to other colleges.
- First Aid Class Participated in MERIT
- Participated in the GEM Hospital's for arts and crafts.

Personal profile

- Date of Birth : 28.04.1994
- Husband Name : Surendar Babu.K
- Gender : Female
- Nationality : Indian
- Languages known : English and Tamil(to read and write)

Experience

- Cherran College Arts & Science (Admin for two years)
- Manchester Honda Pvt limited (Accounts department two years)
- Now I am working in Hindusthan college of Health science (Admin Assistant for One year)

Declaration

I declare that the details furnished in this resume are true to the best of my knowledge.

Date:

Place: Coimbatore

Signature

(ABINAYAVALLI .K)

