

RESUME

Vandana Kumari.P
No-250,3rd street ,
Sabhari nagar,
Podanur ,
Coimbatore
7397066879

CAREER OBJECTIVES:

To be a part of an organisation and contributes to it effectively and thus synchronize my skills, Knowledge and experience with the organisation's mission and objectives.

EDUCATIONAL QUALIFICATIONS:

University /Board	Examination	College/School	Year of passing
The Coimbatore productive council of india	PGDPM	RVS College of arts and science	2014
Bharathiyar University	BBM	Hindusthan college of Arts &Science Coimbatore.	2012
State Board	XII	Hindusthan matriculation higher secondry school, Coimbatore.	2009
State Board	X	Venkatalakshmi matriculation higher secondry school, Coimbatore	2007

COMPUTER SKILLS:

Basic computer applications.

PERSONAL STRENGTH:

- Time Management.
- Positive, self-helping and self-motivating.
- Result oriented, efficient and energetic to put forward continuous effort.
- Team worker.
- Leadership.

LINGUISTIC ABILITIES

Languages known	To speak	To read	To write
ENGLISH	√	√	√
Tamil	√	√	√
Hindi	√	-	-
Malayam	√	-	-

PERSONAL PROFILE:

Name : Vandana Kumari.P
Father name : N.Paramasivam
Mother name : J.Tamilarasi
Date of birth : 15/03/1989
Age : 32
Gender : Female
Nationality : Indian
Religion : Christian
Marital status : Married
Mother tongue : Tamil

DECLARATION:

I here by declare that all the information's given above are true to the best of my knowledge.

Thank you

Date:

Your's sincerely

Place:Coimbatore

(Vandana Kumari.P)

CURRICULUM VITAE

Personal profile

I am reliable, well organised, and used to working on my own initiative. I am able to Prioritize my workload. I am comfortable working on my own or as part of a team.

Key skills

Familiar with Microsoft Word and Excel,	Good problem solver
Power point, VB, MIS.	Self-motivator
Confident communicator	Able to scope under pressure

Work experience

2010-11 - Training in Zen mark (two months mini project(marketing))
2012 - final year project (Finance)
2013 - ISO(9001-2008)-TRAINED.
2013 - NABH (TRAINED).

Full time job in Coral Reef Cottons as a BDE .

Full time job in Lotus Eye Hospital as a Executive –Quality & NABH Coordinator.

Full time job in Raman Chettiyar Matriculation Higher Secondary school

Contract based full time job as a clerk in Indian Air force.

Education

2009-2012 BBM DEGREE IN HINDUSTHAN COLLEGE OF ARTS AND SCIENCE

2013-2014 PGDPM(LABOUR WELFARE).

Interests

Drawings(portrait the art),paintings, reading.

Reference

Available on request.

