

SIVARANJANE . K



QUALIFICATION :
B.Com (General)

E-MAIL :
ranjanenaksha0999@gmail.com

MOBILE NO :
+91-7904405807
+91-9941276031

PERSONAL PROFILE :

Father's Name : C. Kumar

Date of Birth : 06/07/1999

Sex : Female

Nationality : Indian

Martial Status : Single

PERMANENT ADDRESS :
Old No. 4/73, New Ho. 3/251,
First Street, Subramanya Nagar,
Moovarasampet, Madipakkam,
Chennai-600 091.

LANGUAGES KNOWN :
Tamil, English, Hindi & Kannadam

HOBBIES :
Indoor Games and Listening Music

OBJECTIVE :

To ensure challenging position in growing organization where I would be able to utilize my capabilities to the best extend and in the process and value to the organization and my career.

ACADEMIC PROFILE :

B.Com – General in Sathyabha College of Arts and Science, Deemed University in 2020 with an aggregate of 63%.

Higher Secondary School in Kings' Matriculation Higher Secondary School, Madipakkam, Chennai, under State Board of Tamil Nadu in 2017 with an aggregate of 83.30%,

CBSE in Vels Vidyashrm Higher Secondary School, Pallavaram, Chennai, under Central Board of Secondary Education in 2015 with an aggregate of 60%.

TECHNICAL SKILLS :

Operating System Known : Windows XP, Windows 7, windows 8 and Windows 10.

Packages Known : MS Office, Excel .

ADDITIONAL QUALIFICATION DETAILS :

English Typewriting Sr Grade in first class

Honours Diploma in Computer Application - HDCA - CSC Computers

Computer on Office Automation – Govt of Tamil Nadu Dept of Tech Edn

Tally ERP with GST - Apollo Comp

INTERNSHIP TRAINING :

- Undergone Internship Training in the field of Accounts Department at Food Corporation of India , Chennai for a period of 15 days.
- Worked as Management Trainee at Bharat Heavy Electricals Limited, ROD, Chennai for a period of 30 days.

PERSONAL TRAITS :

- Quick Learning Capabilities
- Sharing Resources
- Adapting to the situations
- Managing Time
- Sincere and Responsible
- Completing works in perfect manner

DECLARATION

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

Place : Chennai

Date :

Your faithfully

(SIVARANJANE .K)