

RESUME

REMYA SAHADEVAN

Permanent Address:

SOUMYA NIWAS, GANESH NAGAR, NEAR SANKET VIDYALYA, CHURCH RAOD,
MANPADA THANE(W), PIN: - 400607

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Objective

To become a successful professional in the booming field of Commerce and to work in an inventive and competitive world.

Academics

Post-Graduation

- Degree : Master of commerce.
- University : Mumbai University.
- Percentage of Marks : **60.25%**

Graduation

- Degree : Bachelor of commerce.
- Institution : N.K.T.T DEGREE COLLEGE , Thane
- University : Mumbai University.
- Percentage of Marks : **78%**

HSC/ Equivalent

- Board : Mumbai University
- Branch : commerce
- Institution : N.K.T.T. junior college, Thane.
- Percentage of Marks : **78%**

SSC/Equivalent

- Board : Mumbai University
- Institution : SARVODYA ENGLISH HIGH SCHOOL
- Percentage of Marks : **82.55%**

Strength

- Good interpersonal/ communication skill.
- Ability to work independently with capacity of leadership to guide a team.
- Fluent in English, Hindi, Marathi & Malayalam

Technical Skills

- Working on M.S word, M.S power point, M.S Excel (MS-CIT)
- Knowledge about computer operating
- Advance Tally ERP 9.0

Personal Skills

Industrious, Zeal to learn new things, Creative, Comprehensive problem solving ability, Good Communication Skills, ability to deal with people.

Personal Profile

NAME : Remya Sahadevan
DATE OF BIRTH : 27-06-1994
FATHER'S NAME : Sahadevan P
SEX : Female
NATIONALITY : Indian
LANGUAGES KNOWN: English, Hindi, Marathi & Malayalam.

Work Experience

Working in Jeevan Ambulance Service from May 2015 to till date

Job Role

- **Maintenance of Files**
- **Noting**
- **Mailing & Drafting**
- **Typing Letters**
- **Preparing Various Data**
- **Maintaining Registers**
- **Preparing Salaries**
- **Tender Fillings**
- **Operating Software's**

Declaration

I here by declare that the above written particulars are best of my knowledge and belief.

Place: Thane
Date: 23/05/2020

Remya Sahadevan