JAYASTEE.S

NO-32 PERUMAL KOVIL STREET,

THOTTAKADU METTU COLONY,

THOTTAKADU,DEVADHANAM (POST )

PONNERI (T.K) ,MINJUR 601-203,

THIRUVALLUR (DIST )

CELL: 9514400517,9087696810

E-MAIL-jayasteesathish@gmail.com

**CAREER OBJECTIVE**

To work in a challenging and creative environmental and effectively and contribute for the betterment of concern towards the goal of the organization.

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ACADAMIC QUALIFICATION

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| --- | --- | --- | --- |
| **S.S.L.C** | St.Josephs high school  Pulicat. | 75% | 2005-2006 |
| **H.S.C** | Jagathampal Subramiyam Hr.sec.school  Pulicat. | 80% | 2007-2008 |

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**COMPUTER SKILL**

TALLY ERP.9 , MS.OFFICE FULL ,TYPING ( TAMIL & ENGLISH ) ,

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **COMPANY NAME** | **DESIGNATION** | **PERIOD** |
| Malar ( LAB ) , Ponneri | Typist ( Tamil & English ) | 1 Year |
| Kandha Accademy , Ponneri | Typist ( Tamil & English ) | 2 years |
| Maestro Shipping Services , Paries | Documentation Executive | 6 Years ( Still Working ) |

**EXTRA CURRICULAR ACTIVITY**

Was a member of citizen consumer club

Was a member of Aids awareness programme

Was a member of kaithari nesavalar sangam

Won 3rd price for rangoli competition.(conducted by our college on the event of

women’s day celebration)

**PERSONAL DETAILS**

NAME : Jayastee . S

D.O.B : 07.01.1991

SEX : Female

HUSBAND NAME : Sathish Kumar

LANGUAGES KNOWN : Tamil,English

NATIONALITY : Indian (hindu)

MARTIAL STAUS : Married

**DECLARATION**

All the information furnished above is true and correct to the best of knowledge & belief .I assure you that I would strive to work in any challenging position and live up to the expectation as would be expected be expected by my employer.

DATE:

PLACE: (JAYASTEE.S)

SIGNATURE