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|  | **Adaikkammai**  *Administrative Assistant* | | R Block No:17, JJ Nagar,  PachakaraiSalai, Srirangam,  Trichy-620 006.  Ph.No: +91 89032 62978.  Email:[adaikkammaisrinivasan@](mailto:mymail@resume2017.net)gmail.com | | |
| PERSONAL SUMMARY | An ambitious, enthusiastic and talented individualwith a strong aptitude in accounts.  With an excellent grip over Microsoft Excel I am looking for an entry level position as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge. I am currently looking to work for an employer who offers a modern and friendly working environment. | | | | |
| Academic Qualifications | SeethalakshmiRamaswami college, Trichy Bachelor of Business Administration  **The Girl’s Higher Secondary School, Trichy**  State Board(XIIth Standard)  **The Girl’s Higher Secondary School, Trichy**  State Board(Xth Standard) | | | **2013 – 2016**  GPA: 5.69  **2012 – 2013**  Percentage: 64.3  **2010 – 2011**  Percentage: 75.6 | |
| KEY SKILLS AND COMPETENCIES | *Accounting* | *Professional* | | | *Personal* |
|  | * Bookkeeping * Expense claims * Business affairs * Online Banking | * Microsoft Excel * Microsoft Word * PowerPoint * Recordkeeping * Financial Data Analysis * Stock Exchange Affairs | | | * Teamwork * Listening skills * Communicationskill * Time management * Quick learner * Hardworking |
| EXPERIENCEPERSONAL SKILLS | ENRICH INTEGRATED LEARNING ACADEMYJob Title: Office Administration& CounsellorPeriod : April 2016 – Aug 2017. **Responsibilities**   * Helping the faculty members in Preparing and developing the entire study materials. * Organizing the classroom and learning resources to create a positive learning environment. * Adapt teaching methods and instructional materials to meet students' varying needs and interests. * Prepare, administer, and grade tests and assignments in order to evaluate students' progress. * Coordinate between the guardians and the other teaching staffs of the institute.  EMPEROR FLATS Pvt. Ltd., Job Title:Office Administration Period :April 2018 – Till date.  * Excellent communication skills, and ability to present complex information in an easy to understand format. * Analytical thinking, planning. * Accuracy and Attention to details. * Organization and prioritization skills. | | | | |
| Extra-curricular ActivitiesCo-curricular ActivitiesHobbies and Interests **Personal DETAILS** | * One of the member in HR group of our college. * Having the NSS Certificate ‘A’ for the year 2012-2013. * Had passed The Certificate ‘B’ Examination held in 2015 under the authority of   Ministry of Defense government of India.   * Participated in SOFT SKILL APTITUDE TEST conducted by METHA INSTITUTE of CAREER TRAINING (P) LTD on 20th Dec 2012. * Participated in Tally Academy Pre-Board examination 2013. * Completed DCA course in CSC computer education. * Reading Newspapers. * Surfing   Father’s Name : G. Srinivasan  Gender : Female  Languages Known : Tamil, English  Permanent Address : R Block No :17 , JJ Nagar ,  PanchakaraiSalai,  Srirangam,  Trichy-620006.  Contact Number :+91 8903262978. | | | | |
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