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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@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, TrichyBachelor 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
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| EXPERIENCEPERSONAL SKILLS | ENRICH INTEGRATED LEARNING ACADEMY Job Title: Office Administration& Counsellor Period : 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 AdministrationPeriod :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.
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| 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. SrinivasanGender : FemaleLanguages Known : Tamil, EnglishPermanent Address : R Block No :17 , JJ Nagar , PanchakaraiSalai, Srirangam, Trichy-620006.Contact Number :+91 8903262978. |
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