RESUME

Hemalatha.R

Mobile :(0)9790694942

E-mail:hemalathacae2016@gmail.com

Objective

To establish myself as a successful person and an asset to the organization by working with commitment and dedication and to prove myself as an innovative person in this competitive world by incorporating my talents

Educational Qualification

B.Com in VLB Janakiammal college of Arts and Science College at Kovaipudur-2007-Coimbatore

12th in Govt Hr.Sec.School at Kuniyamuthur – 2004 - Coimbatore

10th in Govt Hr.Sec.School at Kuniyamuthur – 2002 - Coimbatore

Technical Skills

DCA – MS Office, Excel, Power point

Tally – Tally 9.0

Personal strength

- Quick Leaner and Keep Observer
- Excellent Presentation Skills
- Sincerity on any Operation
- Ability to Adapt to diverse situations
- Ability to handle work Pressure

Jop Responsilities

Accounting Book keeping

Front office work

Back end office work

Office Administration

Computer opertaor

Work Exceperience

Sky Weld Equipments at Coimbatore June -2008 –April 2013

- Monitoring Office Administration
- Monitoring accounts in tally and Manually
- Maintaining bank Details and Petty cash
- Handling customer by Calls and walking Customers
- Maintaining books of purchase and sales of the equipments

Renew Tech Energies at Coimbatore November 2016 – August 2023

- Monitoring Office Administration
- Maintaining bank Details and Petty cash
- Maintaining attendance for office and site staffs

- Handling customer by Calls and walking Customers
- Maintaining online marketing queries

Personal Profile

Date of Birth	:	08.05.1987
Father's Name	:	V.Rajendran
Mother's Name	:	R.Radha
Age	:	32yr
Husband Name	:	Karthik R,
Permanent Address	:	No: L - 13, MGR Kaval Nagar, Police Quarters Road, Ganapathy, Coimbatore –641006
Languages Known to Speak	:	Tamil, English and Telugu
Languages Known to Speak & Write	}	Tamil, English
Gender	:	Female
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Hobbies	:	Reading Book & Listening Music

Declaration

I hereby declare that the above said information's are true to the best of my knowledge and belief. I assure you that I will dedicate myself sincerely in the job.

Place: Coimbatore

yours faithfully

R.Hemalatha