

RESUME

M.KALAIVANI.

D/O SAGUNTHALA.

D.NO.62/22.GANDHI NAGAR ,

KRISHNAGIRI DIST.

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PROFESSIONAL OBJECTIVE:

To work in challenging and dynamic to keep adding value to myself and simultaneously contribute To growth and success of the organization represent.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	INSTITUTION	UNIVERSITY	YEAR OF PASSING	PERCENTAGE OF MARKS
H.S.C	St.Ann's Girls Higher Secondary School	State Board	2000	90%
SSLC	St.Ann's Girls Higher Secondary School	State Board	2002	95%
B.SC.(C.S)	Govt.Arts college for women	Periyar university	2006	90%
M.SC(C.S)	Periyar university	Periyar university	2019	90%
Type Writing	Sabari Institution	krishnagiri	2004	II nd Class
Dip Co-operative training	Morappur Institution	Morappur	2003	First class

COMPUTER PROFICIENCY:

- ❖ Proficiency in handling Ms.Office,Internet.
- ❖ Java.C.C++.Excel.
- ❖ Basic Computer

WORKING EXPERIENCE:

- ❖ Solar Matriculation School Tindivanam 2 years
- ❖ Appolo Computer Education Tindivanam 1 years
- ❖ IVDP NGO Accountant and Receptionist 9 years
- ❖ Onday Solutions Tele caller 6 months
- ❖ Aygaran Casstle Tele Caller 6 months
- ❖ DVARA KGFS- kandhikuppam branch(BSE).1 year 5 Month
- ❖ DVARA KGFS-WM-Tell calling-2 years

LANGUAGES KNOWN:

- ❖ To Read:TAMIL,ENGLISH, To Write: TAMIL,ENGLISH
- ❖ To Speak:TAMIL,ENGLISH,TELEGU

PERSONAL DETAILS:

Name : M.Kalaivani
Date of Birth : 17.10.1989
Mother Name : Sagunthala
Gender : Female
Marital Status : Married
Nationality : HIndhu
Hobbies : Reading,Writing, Songs.

DECLARATION:

I Here declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness of the above mentioned particulars.

Thanking you

Place: KRISHNAGIRI

Your's Faith fully

Date: 04-12-2023

(M.KALAIVANI)