



IRUDHAYA SELCIYA S

Bachelor of commerce

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SUMMARY

Hardworking and Passionate Job seeker with strong organizational Skills eager to secure entry Managing position. Ready to help team achieve goals. Organized and dependable candidate successful at Managing multiple priorities with a positive attitude. Willingness to take an added responsibilities to meet team goals.

SKILLS

- ❖ Basic Computer Knowledge
- ❖ Public Speaking
- ❖ Goal setting
- ❖ Self Motivation
- ❖ Work Prioritization
- ❖ Effective Communication

TECHNICAL QUALIFICATION

- Typewriting English Higher
- Typewriting Tamil Higher
- Shorthand English
- Tally With GST
- Photoshop and MS Excel

EDUCATION QUALIFICATION

	Year	Percentage	School/College
SSLC	2018 - 2019	84.6 %	Jayarani High school
HSE	2019 - 2021	90 %	Thiruvalluvar Govt. Higher Sec school
B.com	2021 - 2024	80 %	Bharathidasan Govt. College for Women

PERSONAL DETAILS

Father Name : SELVAN

Date of Birth : 03.03.2004

Sex : Female

Marital Status : Unmarried

Religion : Roman Catholic

Nationality : Indian

Experience : 2 Years

DECLARATION

I Solemnly declare information in this resume is true to the best of my Knowledge and belief . All information are right and truthful. I announce that the information and details shared in this resume are correct.

Thank You...