

RESUME

SUJATHA

D/o. Sundara Moolya
Murabail House,
Golthamajal Village, Kalladka Post
Bantwal Taluk D.K- 574222

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CAREER OBJECTIVE:

Seeking a promising career that provides an opportunity to apply and enhance current skills, acquire new skills and contribute constructively towards the growth of the organization.

WORK EXPERIENCE:

- ✓ 2 years experience as a Back office Administrator at Ashok Leyland , Padil, Mangalore

ACADEMIC QUALIFICATION

COURSE	INSTITUTION	YEAR	RESULT
BCOM	Sri Rama First Grade College Kalladka	2018	68.76 %
PUC	Sri Rama PU College Kalladka	2015	73.33 %
SSLC	Sri Rama High School, Kalladka	2013	67.52 %

ADDITIONAL QUALIFICATION

- Diploma In Computer Application (DCA) At **Mice** , Kalladka
 - ✓ Ms Word,
 - ✓ Ms Excel
 - ✓ Powerpoint,
 - ✓ Internet, Nudi & Baraha
 - ✓ Tally

KEY ATTRIBUTES:

- ✓ Good Communication And Interpersonal Skills.
- ✓ Committed Team Player With Flexible Approach Towards Work.
- ✓ Creative, Innovative, Hardworking, Enthusiastic, Punctual And 'Honest'.
- ✓ Mature Enough To Handle Sensitive Information In A Professional Way.

EXTRA CO- CURRICULAR ACTIVITIES

- ✓ Project work on marketing
- ✓ Participated in extra cultural activities
- ✓ Participated university level seminars, commerce fest etc.

PERSONAL DETAILS

- ✓ Name : **Sujatha**
- ✓ Fathers Name : Sundara Moolya
- ✓ Mother Name : Jalajakshi
- ✓ Date Of Birth : 16/02/1998
- ✓ Gender : Female
- ✓ Nationality : Indian
- ✓ Marital Status : Un Married
- ✓ Religion : Hindu
- ✓ Languages : English, Telugu Kannada, Tulu

DECLARATION

I hereby declare that the above mentioned information is correct to the best of my knowledge and belief.

Place: Kalladka

(SUJATHA)