

Data Entry operator (Typist)

M. Ramya
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OBJECTIVE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work and encourages me to honest worker.

SKILLS

- Communication Skill: Tamil,English
- Typewriting: Higher in English, Higher in tamil
- Computer knowledge : Basic excel word

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
SSLC	Government higher secondary school	79.4%	2019
Hsc	Government higher secondary school	88.83%	2021
B. SC Mathametics	Kunthavai naachiyaar Government arts&science college(bharathidasan university)	73.91%	2024
M. SC Mathematics	Alagappa univercity	%	Pursuing

EXPERIENCE

April 2024 - December2024
Thanjavur
NASCO COMPU. Tech
Data Entry

STRENGTH

- Quick learner
- Managing skill
- Speed typist in Tamil english

ADDITIONAL PERSONAL INFO

Address 484, kalarippatti, Regunathapuram post, Karambakudi tk, Pudhukkottai ft - 622302
Languages Tamil ,English
Date of Birth 08/09/2004
Marital status Single
Nationality Indian
Religion Hindu
Gender Female