

# RESUME

**NETHRAVATHI.J**

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## **Objectives:**

Challenging position in a professional organisation offering an opportunity for growth where my talent and concept will enhance the productivity and performance of the organisation.

## **Professional summary:**

\*B.COM (Bachelor of commerce)

Graduate with good and consistent academic record with zeal to learn concepts quickly and apply innovative ideas for achieving best results.

## **Computer proficiency:**

- English Shorthand
- English & Kannada Typing
- Microsoft word and excel
- Good at surfing the internet

## **Experience:**

1. 1.5 years experience in Acharya Polytechnic as office Assistant
2. 1 year experience in Karnataka Institute of Leather Technology, Ullal Upanagar as Sr.Typist.

### **Qualifications:**

<b>QUALIFICATION</b>	<b>INSTITUTE</b>	<b>UNIVERSITY BOARD</b>	<b>YEAR</b>	<b>% OF MARKS</b>
<b>B com.(Bachelor of Commerce)</b>	<b>Thirumala college of Commerce and Business Management</b>	<b>Bangalore University</b>	<b>2015</b>	<b>61.33%</b>
<b>Diploma in Commercial Practice</b>	<b>Rajendra Education Society</b>	<b>Board of Technical Examination</b>	<b>2013</b>	<b>78.41%</b>
<b>SSLC</b>	<b>Apollo High School</b>	<b>KSEEB</b>	<b>2009</b>	<b>90.24%</b>

### **Strengths:**

Good interpersonal skills, team player and abilities to work well in the organisation, well developed analytical, trouble shooting and problem solving abilities. Very well prompt in meeting deadlines

### **Personal details:**

Date of birth : 27.05.1993

Marital status : Single

Indian languages known : English, Kannada.

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