

**M.SARANYA**

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**Mobile:9360227918**

**OBJECTIVE:**

Seeking for an entry level position in a reputed firm, which will utilize my knowledge and enhance my potential for the development of the organization.

**EDUCATION PROFILE:**

| COURSE      | INSTITUTION                                  | MAJOR SUBJECT          | PERIOD         | %         |
|-------------|----------------------------------------------|------------------------|----------------|-----------|
| <b>B.SC</b> | Govt. Arts College<br>Tiruvannamalai.        | BOTANY                 | 2010 -<br>2013 | <b>72</b> |
| <b>HSC</b>  | Shanmuga. Hr. Sec. school<br>Tiruvannamalai. | Science                | 2008 -<br>2010 | <b>61</b> |
| <b>SSLC</b> | Shanmuga. Hr. Sec. school<br>Tiruvannamalai. | Science<br>Mathematics | 2007 -<br>2008 | <b>65</b> |

**Software Skills:**

- Operating Systems : Windows
- Application: MS-Excel, MS-Office

**EXPERIENCE**

- LIC Premium Point Cashier (2 years)

**FIELD INTEREST**

- Cashier
  - Data entry
  - Cash Handling
  - Record Keeping
  - Customer Service
  - Attention to Detail
  - Teamwork
  - Problem-Solving
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## PERSONAL TRAITS:

- Problem Solving Ability
- Analytical Skill
- Self – Confidence

## HOBBIES

- Books Reading
- Hearing music
- Internet
- Drawing

## PERSONAL PROFILE:

**Date of Birth** : 14-11-1992  
**Sex** : Female  
**Marital Status** : Married  
**Languages Known** : English,Kannada, Tamil  
**Permanent Address** : Electronic City phase 2, Bangalore, Karnataka - 560100

## DECLARATION

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

**Date:**

**your's truly**

**Place: Electronic City**

**(M.SARANYA)**

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