

# RESUME

**G. RAMYA**

**E-Mail ID :** [ramyaprem112011@gmail.com](mailto:ramyaprem112011@gmail.com)

**Mobile No:** 0508797175

## Objectives:

To make my dream of working in an innovative organization in Accounts related fields and to prove my talents and to develop furthermore knowledge in Accounts field through work experience.

## Academic Profile:

COURSE	YEAR	BOARD/UNIVERSITY	SCHOOL/COLLEGE	% OF MARKS
M.B.A (Finance)	2012 – 2014	Madras University, Chennai	Institute of Distance Education, Chennai	<u>Completed in 2023</u>
B.Com	2010 - 2012	Madras University, Chennai	SDNB Vaishnav College, Chromepet, Chennai.	69
XII Standard	2009 - 2010	State Board of Tamil Nadu	St.Theresa Girls Higher Secondary School, Pallavaram, Chennai.	80
X Standard	2008- 2009	State Board of Tamil Nadu	St.Theresa Girls Higher Secondary School, Pallavaram, Chennai.	55

## Technical Skills :

- Tally ERP-9 (Completed the Course at Apollo Computer Education on July 2012)
- Computer – Knowledge in MS Office and Power Point.

## EXPERIENCE & TECHNICAL, ACCOUNTS ASSISTANT :

- Government Private Sector: Document Verification and Accounts. (Duration:20-Oct-2017 to Till Date).
- DELL (NTT DATA): Customer Service Support (Duration: 15-May-2017 to 15-Sep-2017).

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## Personal Profile:

- Name : G. RAMYA
- Husband Name : R. Prem Kumar
- Date of Birth : 21<sup>st</sup> August 1991
- Gender : Female
- Religion : Hindu
- Marital Status : Married
- Permanent Address : 3/202 Moogambigai Nagar,  
Police Commissioner Colony,  
Pozhichalur, Chennai, Tamil Nadu, India.
- Languages Known : English, Malayalam and Tamil.
- Nationality : Indian
- Passport No : M4731854

## Declaration:

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

### Place:

Yours Sincerely,

### Date:

G. Ramya