

CURRICULAM VITAE

D. Nandhini

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• CAREER OBJECTIVE

To join and work with an organization which is progressive and gives me a chance to enhance my skills and be a part of the team that excels in work towards the growth of the organization and gives me satisfaction thereof.

• KEY SKILLS

- Ability to plan, organize and keep going under tight schedules and pressure
- Dedicated and Loyal towards work and organization.
- Ability to work on multiple tasks efficiently
- Able to work independently.
- Ample experience in administrative work

• WORK EXPERIENCE

- ❖ **Organization** : CBC FASHIONS ASIA PRIVATE LIMITED, TIRUPUR
- ❖ **Total Work Experience** : 6MONTHS + From 22 May 2018 To 31 Nov 2018
- ❖ **Achievements in Organization** : In May 2018 HR DEPARMENT (ASSITANT)

• WORK EXPERIENCE

- ❖ **Organization** : Lifestyle initiative & Co (OMG Womens)
- ❖ **Total Work Experience** : 4.5 Years of experience
- ❖ **Achievements in Organization** : Sales Executive, Billing, Store Incharge

• QUALIFICATION's

EXAM/DEGREE	BOARD/UNIVERSITY	YEAR	PERCENTAGE
BBA	SASTRA UNIVERSITY KUMBAKONAM	2017	65.00%
H.S.C.	State Board	2014	78%
S.S.L.C.	State Board	2012	65%

• EXTRA CIRRICULAR ACTIVITIES

1. Won 2nd Prize in Group Dance – A Part of Talent Hunt Competition in my college.
2. Won 1st prize in Singing Competition in my college.

• PERSONAL DETAILS

Date of Birth : 16th Jan 1997
Father's Name : M. Elangovan
Sex : Female
Place of Birth : Kumbakonam, Tamilnadu, INDIA.
Languages Known : English, Tamil
Marital Status : Married
Religion : Hindu

PERSONAL DECLARATION:

I consider my personal strength to include adaptability, flexibility and ability to learn quickly. I have well-developed inter-personal skills with both staff and client while maintaining professional attitude. I am able to make decisions independently and confident of abilities to succeed as a good and effective person. I am currently seeking a position which will allow me to utilize my skills, knowledge and experience to the full potential.

Date:
Place:

Signature: _____
(D. Nandhini)