

BIO DATA

MABEL PRAVEENA

W/O Arunkumar k

Ramesh bhavan, Ladrum Estate

Lakshmikovil p.o Peermade

Idukki, Kerala 685531

Mob :9562700843

OBJECTIVE

To obtain a challenging position in a reputed firm that utilizes my technical and professional skills developed during academic and professional career to foster the growth of the organization which would at the same time help in honing my talents, bring out my full potential and extend my expertise beyond the basis of the profession I am in.

QUALIFICATION

- B.Com (75 %) from Manonmaniam Sundaranar University Constituent College, Kadayanallur, Thirunelveli, Tamil Nadu, India. Of passing 2016
- Higher Secondary from Govt. Girls.Hr.Sec.School, Thenkash. Year of passing 2013
- Secondary School from Govt, Girls.Hr.Sec.School, Thenkash. Year of passing 2011
- Certified in tally, MS Office from MI-LEVEL Computer Education 2019

PROFESSIONAL SKILLS

- The ability to manage a varied workload in an efficient manner
- Excellent Communication skills
- To make reports for the managements
- Good team leader
- Able to handle a team and take the best work from them.

COMPUTER SKILLS

- TALLY, GST
- MICROSOFT OFFICE

STRENGTH

- My strength is my self-confidence.
- Comprehensive problem solving abilities.
- Excellent verbal and written communication skill.
- Team facilitator and hard worker.

CERTIFICATIONS

- Tally, GST, AND MS OFFICE CERTIFICATION COURSE

EXPERIENCE

Magus, solution private limited, Alwarpettai Chennai.

POSITION

Customer dialogue Executive , One year experience.

PERSONAL PROFILES

- Date of Birth :29/04/1996
- Marital status :Married
- Age : 25
- Husband's name :Arunkumar K
- Nationality :Indian
- Religion :Christian
- Languages Known :English, Malayalam, Tamil

DECLARATION

I do hereby declare that the above furnished details are true to the best of my knowledge and belief.

Date : 19/08/2021

MABEL PREVEENA

Place : peermade