

RESUME

CHITRASELVAN. G

Email : gchitraselvan@gmail.com

S/o Govindaraj. R

Mobile: 9677927793, 7373451239.

¾, Vinayakar Kovil Street,

School Back Side,

Palamarathupatti,

Reddiyapatti (PO),

Dindigul-03.

OBJECTIVES

Ambitious to build a career in accounting and finance with an organization where team work is required and hardworking is appreciated and to be in a position which is best suited to my knowledge and skills.

ACADEMIC PROFILE

1. Bachelor of Commerce with Computer Application (B.COM-CA)

G.T.N Arts College, Dindigul.

(Madurai Kamaraj University)

Academic Weightage: 76%

2. Higher Secondary Certificate (HSC):

Arul Jothi Vallalar Hr. Sec. School, Dindigul.

(State Board of Tamilnadu)

Academic Weightage: 77%

3. Secondary School Leaving Certificate (SSLC):

Arul Jothi Vallalar Hr. Sec. School, Dindigul.

(State Board of Tamilnadu)

Academic Weightage: 71%

COMPUTER AND TECHNICAL SKILL SET

- ✓ Typewriting - Junior Grade in English.
- ✓ Computer Basics.
- ✓ Installation and Troubleshooting of Operating Systems
(Windows 7, 8.1, 10, 11).
- ✓ Installation and Troubleshooting of PC Software and Hardware.
- ✓ Applications : Microsoft Office (2007, 2010, 2013, 2016)
(Word, Excel, PowerPoint)

EXTRA CURRICULAR ACTIVITIES

- ✓ National Service Scheme – NSS
- ✓ Sports – Cricket

LANGUAGES KNOWN

Language's	Speak	Read	Write
Tamil	✓	✓	✓
English	✓	✓	✓

WORK EXPERIENCE

✓ TEN YEARS

- Three years worked as Billing and Accounts Executive in Cosmetic and Provision sections at Shri Kannan Departmental Store (P) Ltd Godown, in Dindigul.
- Two years worked as Office Staff (GRN Entry in Purchase Section) at Sree Abirami Super Market, in Dindigul.
- Five and half years worked as Exam Coordinator at Anugraha Institute of Social Sciences, Nochiodaipatti, Dindigul.

PERSONAL PROFILE

Father's Name	:	Govindaraj. R
Date of Birth	:	03-04-1993
Age	:	31
Gender	:	Male
Blood Group	:	B ⁺ ve
Marital Status	:	Single
Religion	:	Hindu
Nationality	:	Indian

DECLARATION

I hereby declare that the detail given above is true to the best of my knowledge.

Place: Dindigul, Tamil Nadu.

Date: 14-08-2024

Signature



(CHITRASELVAN. G)