

U. MANIMOZHI
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Contact No: 6385480590

OBJECTIVE:

To work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to organizational growth as well as my personal growth.

EDUCATION:

- ❖ Name of the course : **B.Com**
Year of passing : **2022**
University : **Thiruvalluvar University**
College : **St. Joseph's college of Arts and Science**
Percentage of marks: **84%**

- ❖ Name of the course : **H.S.C.**
Year of passing : **2019**
Institution : **St. Antony's Matric Hr. Sec. School**
Percentage of mark : **71%**

- ❖ Name of the course : **S.S.L.C.**
Year of passing : **2017**
Institution : **St. Antony's Matric Hr. Sec. School**
Percentage of marks: **89%**

KEY SKILLS:

- Good communication skills (both written and oral communication).
- Completed Accounts executive course with the course coverage of Tally ERP 9, GST return, MS Excel and Soft skills.
- Completed the Value-Added Courses like,
 - ✓ Inventory Management
 - ✓ Financial Planning
 - ✓ Livelihood Welfare Schemes for Agriculturalists.

CORE STRENGTHS:

- Management and Coordination skills.
- Active listening and learning.
- Self-motivated.
- Hard working and Smart working.
- Good observation ability.

WORK EXPERIENCE:

- From the time of (August 2022 – November 2023) I worked as a Admin Clerk in Hilex India pvt Ltd, Chennai.
- My duties are maintaining day-to-day records, stock maintenance, Employee attendance, raising purchase orders and some mandatory data.
- I am currently working in Aarupadai Veedu Medical College, Pondicherry, working as Admin Assistant.
- My duties include collecting, monitoring and controlling student data like attendance, exam marks, academic documents, etc.
- Letter & Mail Drafting.
- File and record maintenance.
- Prepare Annual calendar, Master Timetable, Clinical postings, Remedial class schedule for MBBS students.
- Prepare Meeting Circular, Agenda, Minutes of Meeting, Action Taken Report.
- Arrange and organize official meetings like College Council Meeting, Curriculum Committee Meeting, E Portfolio meeting, planning and review meeting, Parents Teachers meeting, etc.
- Manage and fixing appointments for Vice Dean Academics.
- To claim or reimbursement of Travel allowance.
- Act as Personal Assistant for Vice Dean Academics and office coordination.
- To follow all the student progress activities (Academics).

PERSONAL INFORMATION:

Date of Birth : **13-10-2001**
Gender : **Female**
Father's name : **J. Udhayakumar**
Mother's name : **U. Sumathy**
Address : **No. 17A, Indira Nagar, Uchimedu Road,
Periyakanganankuppam, Cuddalore.**
Blood group : **A1+ve**
Religion : **Hindu**
Languages known : **Tamil & English.**

DECLARATION:

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

Place: Cuddalore

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