

## RESUME

Name : M.Usha

Father Name : V.Murugan

Address : No.15, 8<sup>th</sup> Cross Street,  
Thendral Nagar West,  
Thirumullaivoyal, Chennai – 600062.

Phone : 9790851435

Email : dineshpariusa@gmail.com

Data of Birth : 19-05-1978

Qualfn. : B.Com.,

Technical Qualfn. : “Secretail Practice” Diploma Course  
In S.I.E.T. College, Teynampet  
1995  
ii) Ms-Word, Excel, Powerpoint, Tally 7.0  
Photoshop etc.  
iii) Know doing Tamil Typewriting

Experience : Totally I have 10 years experience in  
Admin line  
i) Worked as a Steno-Office Incharge  
In Advocate R.Manickavel, High Court  
(7 years)  
ii) Worked as a Customer Care Executive in  
DCB Bank, Nungambakkam, as a personal  
loan  
Department. (2 years)  
iii) Worked as a Add Advertiser Executive in  
GETIT Yellow Pages  
Ambattur. (1 year)

Languages Known : English & Tamil

Thankyou,

Yours faithfully,  
(M.USHA)

