



Applying For Multi Skilled Job for HR/Admin/Logistics/House Keeping/ Cleaning/Packing.

Name : N.T. Vincy

Mobile : +9198436 95955

E- Mail : vincynatraj@gmail.com

CAREER OBJECTIVE:

To work in a globally competitive environment on challenging assignment that shall yield twin benefits of the job satisfaction and steady placed professional growth firm.

ACADEMIC QUALIFICATION:

QUALIFICATION	NAME OF INSTITUTION	YEAR OF PASSING	PERCENTILE OF MARKS
B.Lit	University of Madras	2000	Discontinued
HSC	St.Joseph's HS.School,Tirutuapuram,K.K.Dist	1997-1999	72%
SSLC	StJoseph's HS.School,Tirutuapuram,K.K.Dist	1998-99	67%

TECHNICAL SKILLS:

- C, C++ Language.
- MS Office.
- Accounts Pro.

RESPONSIBILITY AND POST HELD:

- Establish leadership qualities by being a class representative for 2 semesters consequently in college.
- Department Secretary for the year 1999-2000

ACHIEVEMENTS:

- Got 1st prize in Science Expo
- Got 1st prize in Literary Expo
- Got 2nd prize in Fancy Dress competition.

EXTRA CURRICULAR ACTIVITIES:

- Participated in intercollegiate HILLARIO"11
- Take part in sports during school days.
- Attended NSS Camp

PERSONAL PROFILE:

Name : N.T.VINCY

DOB : 05.11.1982

Nationality : Indian

Gender : Female

Marital status : Single

Languages known for read, write, speak :

Tamil, English, Malayalam,

Present Address : 195/3, Sular Pirivu, Arasur, Coimbatore-641407,

Tamilnadu, India.

**Working Experience : 2 years (18-July-2000 to 31-January-2003) worked as
an Admin/Accounts Assistant at *Lisy Garments*.**

***7 years (01-February-2003 to 31-March-2011) worked as
Admin/Logistics Manager at Lisy Garments***

***11 Years (01-April-2011 to 31-March-2022) worked as V.P
for admin, hr, accounts operations at Lisy Garments***

DECLARATION:

**I hereby declare that the above details given are true to
my knowledge. I will be dedicated to the organization.**

**And give me an opportunity to work with your organization to grow with
my smart work. Thanks for your understanding.**

Place: Coimbatore

Your's Faithfully,

Date : 07.06.2022

N.T. VINCY