

P. SIVALEKSHMI

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CAREER OBJECTIVE

Dedicated professional with 3+ years of experience in **Document Typing, Data Entry, and Team Leadership**. Seeking a growth-oriented role to utilize my B.Sc Maths and DCM background.

- **WORK EXPERIENCE**
- **Team Leader | Simba Software Solutions** (Apr 2025 – Nov 2025)
 - Led document digitization & scanning projects; handled front desk & backend.
- **Data Entry Operator | PMBJK Medical** (Aug 2024 – Dec 2024)
 - Managed medical data entry, stock checking, and planogram maintenance.
- **Document Typist | Document Writer Office** (Apr 2022 – Apr 2024)
 - Professional typing in Tamil & English; handled filing and client calls.

EDUCATION

- **DCM (Diploma in Cooperative Management)** – TN Cooperative Union (2022)
- **B.Sc Mathematics** – MS University (2020)

TECHNICAL SKILLS

- **Typing:** Expert in **Tamil & English** (3 years experience).
- **Software:** MS Word, Excel, Internet Browsing.
- **Aptitude:** Strong skills in Basic Mathematics and Competitive Aptitude.

STRENGTHS: Quick Learner, Leadership, Strong Communication.