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**BALA LATHA . B | B.A., (Eng lit)**

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| **PERSONAL INFO:****Father's name:** Bilvanathan. B**Mother’s name:** Bharathi. B**Date of Birth:** 18-11-1980**Age:** 34**Height:** 4.2 ft**Weight:** 54 lbps**Physical status:** Physically disabled from birth**Nature of disability:** Multiple skeletal joint disorder**Percentage of disability:** 70%**Nationality:** Indian**Religion:** Hindu**Community:** Vishwa Brahman**Marital status:** Single**Languages Known:** English, Tamil, Telugu & Hindi (Beginner, Speak only).**Hobbies & Interests:** Arts, Painting, Singing, Crafts, Dress designing, Reading books, Pets, Cooking, Music, Movies..,**RESIDENCE:**Plot no: 10,Variyar st,Indhira nagar,(velapadi post),Poonthottam,Vellore-632001,Tamil Nadu.**CONTACT:****Mail Id: balalatha.vlr@gmail.com****Cell:** **+91-94429 44749****+91-99525 42031**  | **EDUCATIONAL CREDENTIALS:****ACADEMICAL QUALIFICATIONS:*** **B.A., English literature (2004-2007)**
* **Higher secondary +2 (2012)**
* **SSLC (1997)**

**TECHNICAL QUALIFICATIONS:*** **PGDCA (2009)**
* **DDTP (2010)**
* **DCP (2010)**

**SKILLS:*** Proficiency In written, Conversational English & Profound Grammar
* MS-Office & HTML
* Efficiency in Photoshop, Coral Draw
* C, C++, VB programming
* Flash & 3D max basics
* English & Tamil Typing
* Portrait painting
* Classical Music

**EXPERIENCE:*** Taking tuitions for up to 10th std (Handling CBSC, ICSE, Matriculation syllabus) since 5 years.(2008-2014)
* Worked as Faculty in Future care computer education (2010-2012)

**PREFERRED ROLE/DESIGNATION:**Data entry/Computer/Telephone/Operator,Receptionist/Desktop/Billing/Front office/executiveAny home based/desktop relevant jobs which suits to my health and physical mobility conditions.**PREFERRED LOCATION:**Vellore and surroundings**DECLARATION**I humbly declare that the above information given by me is true to the best of my knowledge and if an opportunity given to me to work in your company/organisation, I shall work to the best of my level and to the entire satisfaction of the superiors.**(B. BALA LATHA)** |