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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/executive  Any 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)** |