



PROFILE

Name	Mrs. B. PRADEEPA
Designation	Typist
Qualification	M.Com ., P.G.D.C.A., Typewriting both Higher – English & Tamil Shorthand – Tamil Higher English - Intermediate
Age & DOB	32 & 01.07.1984
Date of joining in govt service	23.05.2016
Date of Retirement	30.06.2042
Date of Promotion	-
Works Assigned	<ul style="list-style-type: none">❖ “D” & “E” Section & Departments Computer Typing Work❖ Principal’s Typing Work & E-Mails Works❖ Confidential files in Principal’s Room❖ Issue of Course Certificate in Computerized Format❖ Admission Student Details Entry❖ Bank Account Posting in Tally