

## **RESUME**

### **Supriya Rudraxi.**

Prashant PG for Girls,

Bommanahalli, Bengaluru. 560068

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Phone: +91-7676318118

### **CAREER OBJECTIVE:**

Aiming to achieve a challenging and professional position from where I can make a significant contribution to the organization in the form of my dedication by using all my skills.

### **ACADEMIC PROFILE:**

Course	Institution	Year of Passing	Percentage
B. Com	Govt. First Grade Women's College Vijayapur.	2022	83.10% (Distinction)
HSC	Sri Sangameshwar PU College.	2019	81.66%
SSC	Govt. HPS School Umaraj.	2017	83.52%

### **EXPERIENCE:**

Fresher

### **COMPUTER SKILLS:**

- Tally ERP 9.
- Knowledge in MS-Excel, MS-Word, and MS-Power Point.

### **EXTRACURRICULAR ACTIVITIES:**

- Participated in certificate course TIME MANAGEMENT by Infosys | Springboard
- Attended online certificate course CREATIVE THINKING by Infosys | Springboard
- Participated as a volunteered in BLOOD DONATION Camp by Bangalore Medical Services Trust
- Trained in FIRST AID TREATMENT by The Mahatma Gandhi Nature Cure and First Aid Center, Dharawad

### **VOCATIONAL COURSE :**

- Vocational Course from ICICI Academy for Skills, Bengaluru
  - Life skills
  - Customer service, Tele calling and selling skills
  - Grooming and etiquette and communication skills
  - Interpersonal skills
- Certificate in SELLING SKILLS USING DIGITAL MEDIUM course from ICICI Academy for Skills, Bengaluru.

**CORE STRENGTHS:**

- Self-motivated
- Disciplined person
- Hard working
- Quick learner

**PERSONAL DETAILS:**

Date of Birth : 06 July 2001  
Gender : Female  
Marital Status : Married  
Father Name : Madhukar Rudraxi  
Languages Known : English, Kannada  
Hobbies : Cooking, Drawing and listening music  
Religion : Hindu  
Nationality : Indian  
Permanent address : At post- Umaraj, Taluk- Indi, Dist- Vijayapur,  
Karnataka, 586205

**DECLARATION:**

I hereby declare that all the information provided above is true to the best of my knowledge and Understanding.

Place:

Date:

Signature  
Supriya.M.Rudraxi