

RESUME

Supriya Rudraxi.

Prashant PG for Girls,
Bommanahalli, Bengaluru. 560068
Email: supriyarudraxi5@gmail.com
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.Rudraxy