



S.P.MADHUMITHA

MY CONTACT

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📍 1/56 main Road, Sundarakottai,
Mannagudi PIN Code: 614 016

OTHER SKILLS

- Flexibility and adoptability.
- Excellent analytical skills.
- Quick learner.
- Ability to do multitask.

EDUCATIONAL BACKGROUND

- MBA [HR] Bharath institute of management Thanjavur.
- B.COM [CA] , Bon Secours Arts and Science college for Womens ,Mannargudi , 2019-2022.
- HSC, ST.Joseph Girls' Higher Secondary School , Mannargudi, 2019.
- SSLC, ST.Joseph Matriculation School , Mannargudi , 2017.

EXTRACURRICULAR ACTIVITIES

- Dancer
- N.S.S Volunteer

ADDITIONAL COURSES

- Tally.
- Basic in type writing.

CAREER OBJECTIVE

Looking for a challenging career where I can enhance my skills and knowledge which can further become beneficial to the organization and Interested in a successful career as professional in being innovative.

CORE COMPETENCIES

- Basic knowledge in bookkeeping, taxation, and GST.
- Excellent communication skills (Both oral and written)
- Good knowledge in end to end accounts payable.
- Ability to read and understand balance sheets.

INTERNSHIP PROGRAM AND PROJECT

- A study on human resource operations process in CIEL HR Services Pvt Ltd, Chennai.
- Realtime corporate administration and back/end operations in Reliance Trends Ltd, Thanjavur.

DECLARATION

I hereby declare all the details furnished above are true to the best of my knowledge and belief.

SIGNATURE

S.P. Madhumitha