

## RESUME

### Kavinadhithiyaa.K

Bachelor of Commerce (C.A) Computer Applications

[kavinadhithiyaa@gmail.com](mailto:kavinadhithiyaa@gmail.com)

9345020477

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations.

### Objective:

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

### Education:

Bachelor of Commerce (C.A) Computer Applications.

Kongunadu Arts and Science College.

Year of joining 2021.

Course completion year 2024.

Board/University	Year of Passing	Percentage
Bharathiar University	2021-2024	70%
State board	2021	75%
State board	2019	65%

**Skills:**

- Communication
- Flexibility
- Time management
- Leadership

**Technical skills:**

- ❖ Tally ERP.
- ❖ Microsoft word.
- ❖ Microsoft Excel.
- ❖ Power Point presentation.

**Work Experience:**

- Completed a internship. Undergone work in Accounts department in Sri Mookambikai agencies coimbatore Indian Oil Corporation. Project and system work are done.
- Collaborated with a team to organize and maintain Agri intex event which was conducted by Codissia Intec technology center and it has been achieved.
- Event management and catering services.
- Computer assistant medical coding and medical transcription.

**Achievements:**

- ✓ Awarded the Google Fundamentals of Digital Marketing Certificate.
- ✓ Awarded the Indian Institute of Technology (IIT) Kharagpur. Swayam course International marketing certificate.
- ✓ Awarded internship training certificates provided by Codissia Intec technology center and other intern certificates.
- ✓ Consistently maintained GPA throughout my academic career.

**Personal Qualities:**

- Passionate about staying updated with the latest digital marketing trends and techniques.
- Adaptable and open to taking on new challenges.
- Strong problem-solving skills and attention to detail.
- Determined to complete the given task in advance.

**Personal Details:**

Name : Kavinadhithiyaa.K  
Father's Name : Kumar.G  
Mother's Name : Sujini sree.K  
Date of Birth : 30.01.2003  
Age : 20  
Language : English, Tamil  
Permanent Address : No: 6 New Ananda Nagar,  
P.N Pudur,  
Coimbatore 41  
Contact Number : 9345020477  
Email ID : [kavinadhithiyaa@gmail.com](mailto:kavinadhithiyaa@gmail.com)

Date: 13/09/2023

Place: Coimbatore

  
Signature

[KAVINADHITHIYAA. K]