



# Nandhana.P

235 ashok nagar west

Kavundampalayam

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## Objective

To be an part of an organization that provides me a quality of work through challenging opportunities , meaningful career growth and professional development. To engage and be a part of any position which will help me in terms of new learning and enhance my theoretical knowledge into practical.

## Educational Qualifications

2023	<b>Kongunadu arts and science College</b> B.com ( Bachelor of commerce ) 80 %
2020	<b>Sri Avinashilingam Higher Secondary School for girls</b> H.S.C 81 %
2018	<b>Sri Avinashilingam Higher Secondary School for girls</b> S.S.L.C 84 %

## Skills

- Communication skills
- Time management
- Team work and collaboration

## Technical Skills

- Basic knowledge in MS word, Excel ,Access & PowerPoint
- Basic knowledge in GIMP (GNU Image Manipulation Program)
- Tally ERP 9

## Courses

- Service Marketing : A PRACTICAL APPROACH
- JOC - Advertising Management
- Effective communication Course
- Excel tips and tricks Course
- Grammar Foundations Course

## Internship

- Organization : MIT CAST ALLOYS  
Duration : 15 days (28.07.2022 to 11.08.2022 )  
Experience : learnt about the relationship between various departments and gathered a detailed knowledge and experience about the administration of the company.

## **Extra Curricular Activities**

- NCC (JD)
- Sports ( javelin throw & running )

## **Languages**

- Tamil ( read, write & speak )
- English ( read, write & speak )
- Malayalam ( speak )

## **Personal Details**

- Date of Birth : 30/01/2003
- Marital Status : Unmarried
- Nationality : Indian
- Age : 19
- Religion : Hindu
- Father's Name : M.ponnusamy
- Mother's Name : P.Bindhu
- Gender : Female