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OBJECTIVE

To obtain a challenging and meaningful position that will utilize and further develop my project management, analytical and leadership skills in pursuit of organizational objectives and to summon up all my skills and resources and focus them to ensure the maximum possible outcome of any situation.

SKILLS

- Teamwork.
- Adaptability.
- Time Management.
- Quick learner.

TECHNICAL SKILLS

- Microsoft Office.
- Tally ERP9(Basic)

SHOBIKA J

EDUCATION AND ACHIEVEMENTS

- **Dr.N.G.P Arts and Science College**
Bachelor of Commerce with computer Application with an aggregate (6sem-82%)
- **K.V. Matric Higher Secondary School**
HSC-81%
SSC-83%
- **Executive member of commerce association**

INDUSTRIAL TRAINING

KRISHNAA DRIVES - Management skills -15 days

CERTIFICATION

- Junior typewriting (English).
- Reading financial Statement.
- Accounting Fundamental.
- Introduction to Computer.
- Introduction to Digital Marketing.
- Financial Accounting.
- Inventory Management.
- Introduction to Oops++.
- Excel for beginners.
- Basic of Managing money.

DECLARATION

I hereby declare that the above-mentioned information are true to my knowledge. I will always keen to my work for the organization.