



R. SANDHIYA

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ACADEMIC CREDENTIALS

Degree	College/Institution	Year of Passing	Board /University	Marks (%)
<u>M.Com</u> Corporate Secretaryship	Kanchi Mamunivar Govt Institute for Post Graduate	2021-2023	Pondicherry University.	66%
<u>B.Com</u> Corporate Secretaryship	Avvaiyar Govt College for Women, Karaikal	2021	Pondicherry University.	65%
XII (H.S.C)	Nirmala Ranees Girls Higher Secondary School, Karaikal	2018	State Board	77%
X (S.S.L.C)	Nirmala Ranees Girls Higher Secondary School, Karaikal	2016	State Board	81%

CAREER OBJECTIVE

Seeking an opportunity to work in an organization where I can fully utilize my training and skills for growth of the organization and my personal career.

SKILLS

TECHNICAL SKILLS

TALLY ERP 9

Office Tool- (Basic)

- Ms PowerPoint
- Ms Excel
- Ms Word

Typing writing-English (Lower)

PERSONAL SKILLS

- Team Building
- Easily Adaptable
- Leadership

AREA OF INTEREST FINANCE AND ACCOUNTING EXTRA ACADEMICA ACTIVITIES

- I have completed **Data Analytics Consulting Virtual Internship** including (Data Quality Assessment Data Insights, Data Insights and Presentation) on 27 Jun 2023 in **Forge**
- Certificate Obtained for participating in "SAKSHAM FIT INDIA WALKATHON" organized by Gail (INDIA) Limited held on 09-02-2020.
- Participated in Marathon race for women held on 03-Feb-2020.
- Participated in "NSS Republic Day" parade held on 26-Jan-2020.
- Participated in workshop on "Entrepreneurial Startups For Women" held on 26-Feb-2019.
- Certificate obtained in Volley ball at "Zonal School Games Championship" 2016-2017.

PERSONAL PROFILES

- Father Name : S.Ragupathi
- Date of Birth : 22/08/2001
- Gender : Female
- Marital Status : Unmarried
- Language Known : Tamil-Native
English-Intermediate
- Hobbies : Volley Ball, Running , Music

DECLARATION

I hereby declare that all data that are furnished above by me are true to the best of my knowledge. If I am provided with an opportunity I will do the work with sincerity.

Place : Karaikal

R.SANDHIYA

Date :