

SANDHIYA J

5/9 Ashok street, Udayampalayam
Coimbatore-641028
8428346517
sandhiya01051999@gmail.com

CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

EXPERIENCE	True value Maruti Suzuki Accounts Cashier	12/05/2019 - 30/05/2020
	Studio soft solutions Catalogue designer	06/10/2020 - 01/10/2021
	Acidus management solutions Client service executive	11/10/2021 - 29/10/2023
EDUCATION	P.S.G college of arts and science B.com (Corporate Secretaryship) 70%	2019
	St.Mary's girls hr sec school HSC 74%	2016
	St.Philomena's high school SSLC 84%	2014
TECHNICAL SKILLS	Type writing Ms word Ms Excel InDesign	
PROJECTS	GVA Associates (company secretary) To know about, The primary role of the CS is maintaining the company's books of accounts, auditing the company's tax returns, advising the board of directors relating to the legal and financial risks of the company and ensuring that the company complies with statutory regulations.	30 days
INTERESTS	Team work Determination and commitment Volunteering	
PERSONAL STRENGTHS	Self confidence with adaptability a strong desire to learn and improve on my present standards.Able to work in team.	

**PERSONAL
PROFILE**

Father's Name : Jayabalan S
Date of birth : 01/05/1999
Nationality : Indian
Married status : Un-married
Languages Known : Tamil, English

DECLARATION

I here by declare that the details provided above are true to the best of my knowledge.

SANDHIYA J