

HARSHAVARDINI MAHENDRAN

9/59, Kalaiaammam Kovil Street, K.K Pudur,
Saibabacolony, Coimbatore, TamilNadu-641038
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OBJECTIVE

To be a part of reputed organization, which provides a steady career growth along with job satisfaction and challenges , I can utilize and apply my knowledge and skills and also to develop my knowledge and skills, thus to contribute to the success of the organization.

EDUCATION

Sri Krishna Adithya College of Arts and College

B. Com Computer Application, June 2023

CGPA Percentage: 84.69%

Sindhi Vidyalaya Matriculation Higher Secondary School

Higher Secondary, May 2020

Percentage: 77.83%

Sindhi Vidyalaya Matriculation Higher Secondary School

SSLC, May 2018

Percentage: 73.8%

SKILLS

Computer Skills:

- Microsoft Office
- Tally ERP
- Basic C, C++ & SQL

Personal Skills:

- Confident Communication Skill
- Well Good in Typewriting
- Making Paper Arts.

LANGUAGE PROFICIENCY

- English (S, R, W)
- Tamil (S, R, W)

STRENGTH

- Innovative Ideas
- Quick Learner
- Coordinate with people easily
- Team Leadership & Team Work

INTEREST

- Business Development
- Graphical Designer
- Accounting
- Business Analysis

CERTIFICATION

- Completed certificate courses offered through Coursera on “Buisness analysis and process Management”.
- Completed certificate courses offered through Coursera on “ Compare stock returns with Google sheets ”.
- Completed certificate offered through Great learning on “ Introduction to Digital Marketing ”.
- Completed Tally prime.
- Diploma in Yoga for Youth Empowerment.
- Completed my Placement Training in Global Talent Track Foundation.
- Completed certificate courses offered through Google Digital Garage on “ Fundamentals of Digital Marketing”.

HOBBIES

- Dancing
- Drawing /Painting /Crafts /Designing
- Cooking
- Learning New Things

INTERNSHIP

- Completed 20 days intern in Meethalala Jain & Co (Chartered Accountants)
 - Posting Entries in Tally
 - Goods and Service Tax
 - Pan Application – Introduction
- Completed 1 week intern in KSB Limited
 - Purchase Bills Invoice
 - Checking Stores Invoice and Reporting
 - Sales Bills Invoice
 - Payment – Introduction

PERSONAL DETAILS

D. O. B : 06/07/2002
Gender : Female
Marital Status. : Unmarried

DECLARATION

I hereby declare that the information stated above is true to the best of my knowledge.

Date :

Place :

(HARSHAVARDINI M)

