

PRABHU M

CONTACT



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Saibaba colony

Coimbatore 641038

CAREER OBJECTIVE

TO SEEK A
CHALLENGING
POSITION IN A
REPUTED
ORGANIZATION WHERE
I CAN LEARN NEW
SKILLS,EXPAND MY
KNOWLEDGE,AND
LEVERAGE MY
LEARNINGS

—o EDUCATION

-BCOM CORPORATE SECRETARYSHIP
VLB JANAKIAMMAL COLLEGE OF ARTS
AND SCIENCE
CGPA 8.20 YEAR 2021 -PRESENT

-HSC DEVANGA HIGHER SECONDARY
SCHOOL
General
77 %

—o LANGUAGE

English
(Full Professional Proficiency)

Tamil
(Professional Working Proficiency)

—o STRENGTHS

Adaptable / Self Motivated /quick
learner / Communication Skills /
Leadership qualities

—o TECHNICAL SKILLS

PROGRAMMING LANGUAGES Basics in
C programming,Ms office (Desktop
management), Excel, Power point,
Presentation HTML &Tally(Pursuing)

—o OBJECTIVE

Looking for opportunities to incorporate my
skills and training to help the company grow

—o ACHIEVEMENTS

Certificate of Merit (Shakespeare
Institute of English Studies) Distinction
state level universal talent examination
certificate in 2008

SRM Institute of Science and
Technology Recent Trends in Big Data
Analytics on 25th May 2021 offered by
IGNITE 2021 certificate

National Conference on Finance,
Auditing Fin Tech Certificate by
VLBJCAS in 2021

—o INTERNSHIP

ADD ASSOCIATESS

Tax Practitioner Computerized
Accounts, Sales Tax ,SSI & All
Registration
(1 month)

—o DECLARATION

Thereby declare that the above information is
Correct and True to be of my knowledge and
belief