

SAJINI.A



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45/77, Jaganathapuram,

Avarampalayam Road, Peelamedu,

Coimbatore – 641 004.



CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.



EDUCATIONAL QUALIFICATION

<i>Course name</i>	<i>Institution</i>	<i>Board/University</i>	<i>Year Of Passing</i>	<i>Aggregate</i>
B.Com	Sri Ramakrishna College of Arts and Science for Women, Coimbatore.	Bharathiar University	May 2023	74%
HSC	PSG Sarvajana Higher Secondary School, Coimbatore.	State Board	March 2020	92%
SSLC	Sri Gopal Naidu Higher Secondary School, Coimbatore.	State Board	March 2018	90%



PERSONAL TRAITS

- Honesty
- Interpersonal skills
- Quick learner
- Punctuality



CERTIFICATE COURSES COMPLETED

- Completed 30 hours certificate course on TALLY PRIME TRAINING organized by Innovative HR & Training Services Private Limited in association with PotOut Solutions at Sri Ramakrishna College for Arts and Science for Women.
- Completed online course on Excel for Beginners provided by Great learning academy.
- Completed Introduction to computers training offered by the Spoken Tutorial Project, IIT Bombay.
- Completed Standardized Test of English Proficiency (STEP) course provided by the Hindu Group.
- Completed 3 months certificate course Advanced Diploma in Computer Application (Windows, MS Office, Tally ERP 9) at CSG Computer Education, Peelamedu, Coimbatore.



CO-CURRICULAR ACTIVITIES

- Participated in quiz competition at college level.
- Attended 3 days online workshop on MS excel.
- Attended national level e-quiz on world nature conservation day at Nehru Arts and Science College.
- Participated in many online webinars.



EXTRACURRICULAR ACTIVITIES

- Attended NCC CATC CAMP 10 days at Literary Mission Matriculation Higher Secondary School.
- Attended 7 days internship at TRPN Associates, Sivananda Colony.
- Participated in NSS activities in college and outside college.



PROJECT WORK

Project Area: Human Resource Management

Title: "A Study on Employee Job Satisfaction at Web Syntactic Solutions Private Limited, Coimbatore" (Duration: 3 months)



HOBBIES

Drawing, Travelling, Watching movies, listening music



PERSONAL DETAILS

Date of Birth : 17/11/2002

Father's Name : M. Aruchamy

Languages Known: Tamil and English



DECLARATION

"I hereby declare that the details and information given above are complete and true to the best of my knowledge."

PLACE: COIMBATORE

DATE:

SIGNATURE

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