

Aarthi Sureshkumar
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Career Objective

To be an honest and efficient employee in your organisation, to gain knowledge and use my talent for my career, to take part in your organisation growth and success.

Educational Qualification

Course	Institution	University/Board	Year of Completion	Percentage
B.COM(CS)	S.D.N.B Vaishnav college for women	Madras university	2017-2020	75%
HSC	S.V.H.S.S	State Board	2016-2017	97%
SSLC	S.V.H.S.S	State Board	2014-2015	87%

Awards and honours

- Got School first in 12th standard.

Skills

- Leadership qualities
- Hard worker while creative
- Decision making, acceptance of responsibilities
- Finished accounting executive in Arthavidya.

Activities and hobbies

- Reading books
- Drawing
- Playing games.

Work and related experience

Interned in Estra (Roverco) for 30 days from 1st may 2019 to 30th may 2019 in HR department.

Industrial training

(1)Employer : Pramaan Suzuki,Adambakkam,Chennai-88

Dates Employed : 1st march 2021 – 31st may 2021

Duties : Attend & great all the walk-in customers

Displaying and demonstrating products

Good communication & convincing power, presentation skills

Achieved sales targets and presentable personality

Self motivated.

(2)Employer : Arrays Technologies, OMR, Chennai

Dates Employed : 15th October 2021- 28th February 2022.

Duties : Monitor accounts to identify outstanding debts.

Take actions to encourage timely debt payments.

Process payments.

Calling active and budding customers to encourage pending loan amount.

Languages Known

- Tamil
- English

I here by declare that the above details are true and fair to my knowledge.

Place :

Date :

Yours sincerely,

Aarthi Suresh kumar