

# T S SWETHA SRINIVASAN



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## PERSONAL TRAIT

- ❖ Responsible
- ❖ Optimist
- ❖ Confident
- ❖ Goal oriented
- ❖ Self motivation

## KEY SKILLS

### ➤ TECHNICAL SKILLS

- Computer Knowledge
- MS Office Skills
- Type Writing
- Tally (Pursuing)

### ➤ SOFT SKILLS

- Collaboration and Team work.
- Adaptability to new environment.
- Analytical thinking and Problem solving.
- Strong communication and interpersonal skills.

## LANGUAGES:

- ✓ English
- ✓ Tamil
- ✓ Sourashtra

## EXTRA-CURRICULAR

### ACTIVITIES:

- Sports
- Calligraphy

## DECLARATION:

I hereby declare that all information provided above is true and correct to the best of my knowledge and belief.

DATE :

PLACE : Chennai.

## CAREER OBJECTIVE:

I aspire to begin my career by leveraging my skills and eagerness to learn to contribute effectively to the company's growth. I am committed to working diligently, adapting quickly, and delivering excellence in every task I undertake.

## ACADEMIC CREDENTIALS:

Degree	Course	Institute	University/ Board	Percentage	Year of Passing
UG (Pursuing)	B.COM General	Anna Adarsh College for Women	University of Madras	79.05	2025
Grade XII	Maths with Business Studies	Ebenezer Marcus International School & Junior College.	CBSE	83.80	2022
Grade X	Language, Maths, Science & Social.	Ebenezer Marcus International School & Junior College.	CBSE	73.80	2020

## INTERNSHIPS:

- Krishna Buildmart India Private Limited
  - ✓ Roles : Human Resource, Accounts, Sales.
- Hyundai MOBIS
  - ✓ Role : Human Resource.

## INDUSTRIAL VISIT:

Adyar Ananda Bhavan (A2B), Ambattur Industrial Estate.

## MEMBERSHIPS:

- Treasurer in Book Club.
- Assistant Placement Coordinator in College.
- Volunteer in Youth Red Cross.