



# T S SWETHA

+91 87545 32982

tsswethasrinivasan@gmail.com

8<sup>th</sup> Avenue Banu Nagar, Pudur, Ambattur, Chennai,  
Tamil Nadu – 600 053.

## SKILLS SUMMARY

### ❖ TECHNICAL SKILLS:

- ✓ Typewriting
- ✓ MS Office Skills
- ✓ Tally (Pursuing)

---

### ❖ SOFT SKILLS:

- ✓ Good communication
- ✓ Adaptable
- ✓ Team work
- ✓ Decision making
- ✓ Time management
- ✓ Problem solving

## CAREER OBJECTIVE:

As a motivated fresher, I aim to utilize my communication and problem-solving skills to contribute to Sutherland's success. I am eager to learn and grow as a Consultant, adding value to both clients and the organization.

## ACADEMIC CREDENTIALS:

### ▪ UG (Pursuing) :

- Anna Adarsh College for Women.
- B.com with General specialization.
- Average percentage (till 4<sup>th</sup> Semester) - 79.05%.

### ▪ 12<sup>th</sup> Grade :

- Ebenezer Marcus International School and Junior College (CBSE).
- Chosen Commerce with Mathematics group.
- Average percentage – 83.8%.

### ▪ INTERNSHIPS :

- Krishna Buildmart India Pvt. Ltd. – in HR and Accounts field.
- Hyundai MOBIS – in HR field.

### ▪ ACTIVITIES :

- Currently temporary placement coordinator at Anna Adarsh College for Women.
- Treasurer in Book Club at Anna Adarsh College for Women in 2<sup>nd</sup> Year.
- Volunteer in YRC Club activities in 1<sup>st</sup> and 2<sup>nd</sup> year.
- Participated in College level throw ball and badminton matches.