



T.S.SWETHA



+91 8754532982



tsswethasrinivasan@gmail.com



8th Avenue Banu Nagar, Pudur, Ambattur, Chennai, Tamil Nadu – 600 053.

SKILLS SUMMARY

TECHNICAL SKILLS:

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

SOFT SKILLS:

- ☐ Adaptable
- ☐ Team Work
- ☐ Decision Making
- ☐ Time Management
- ☐ Problem Solving

LINGUISTIC ABILITY:

- ✓ English
- ✓ Tamil
- ✓ Sourashtra

CAREER OBJECTIVE :

Seeking a role in TCS BPS to apply my skills and enthusiasm for business processes. Eager to learn and contribute to the team while growing professionally. Committed to supporting efficient operations and achieving organizational goals.

ACADEMIC CREDENTIALS:

- ☐ UG (Pursuing) :
 - Anna Adarsh College for Women.
 - B.com with Genera.
 - Average percentage (till 4th Semester) - 79.05%.
- ☐ 12th Grade :
 - Ebenezer Marcus International School and Junior College (CBSE).
 - Chosen Commerce with Mathematics group.
 - Average percentage – 83.8%.
- ☐ 10th Grade :
 - Ebenezer Marcus International School and Junior College (CBSE).
 - Average percentage – 73.8%.

INTERNSHIPS :

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

ACTIVITIES :

- ☐ Treasurer in Book Club at Anna Adarsh College for Women in 2nd Year.
- ☐ Active volunteer in YRC Club activities in 1st and 2nd year.
- ☐ Secured 4th place in Potpurri business quiz during 1st year.