

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 commited to working deligently, 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.

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

T S SWETHA SRINIVASAN

[tsswethasrinivasan@gmail.com](mailto:tsswethasrinivasan@gmail.com)

8754532982

DECLARATION:

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

DATE :

PLACE : Chennai.