**A. P. JEEVITHA**

7358300951

jeevpradeep.ap@gmail.com

**CAREER OBJECTIVE:**

# To achieve the position where talent, skills and enthusiasm can optimally be utilized to enhance the profitability of the organization.

# To contribute to the furtherance of the current standards and be responsible for the inception of the new.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.no** | **Course** | **University/ Board** | **Name of Institute** | **% of Marks** |
| 1 | B.Com pursuing | University of Madras | Ethiraj College For Women | 72 |
| 2 | HSC | Board of Secondary Education | Nazareth Matric.Hr. Secondary School | 96 |
| 3 | SSLC | Matriculation | Nazareth Matric. Hr. Secondary school | 97 |

**COURSE LISTING AND CERTIFICATION:**

* Completion of “Honor’s Diploma in Office accounting” (Date:19.07.2019)

**GENERALSKILLS:**

* Active listening
* Patience
* Team co-ordination

**EXTRA-CURRICULAR ACTIVITIES:**

* Participated in Badminton matches in school competitions.
* Member of Rotaract and Red Ribbon club of Ethiraj College for women.

**PERSONAL PROFILE:**

Date of birth : 24-01-2001

Residential Address :No.14, Sri dhanalakshmi Nagar, Ponnamallee,

Chennai- 600077

Languages known : English(R,W&S), Tamil(R,W&S), Hindi(R,W&S)

Interests : Gardening and listening to music