

Lucia Jennifer P

Ph. No- 7204665606

3rd year B. Com BPS.

luveenajenni@gmail.com

Mount Carmel college, Autonomous

Education

1. Bachelor of commerce (B.com) – Business Process Service-70%

Mount Carmel college, Autonomous

2. Higher Secondary Certificate (12th) – 86%

St Joseph's girls PU college

3. Secondary school certificate (10th)- 78%

Maria Niketan High school

Internship

ITC Pvt Ltd

Invoice Processor – Performed invoice scanning, verification, data entry, maintaining error-free documentation.

Work experience

Dmart : Cashier -Coordinated with store operations to manage queues, reduce wait times, and improve customer experience.

Gained hands-on experience in retail operations, transaction management, and workflow efficiency.

Skills

MS excel

Communication & Presentation skills

Time Management and Team Management

Other Activities

Singing – Part of School cultural team

Volunteered at local NGO to teach underprivileged children