



# Lingasan P

Student

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Chennai, Tamil Nadu, IN

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## SUMMARY

Hardworking and enthusiastic College Student working towards a BBA. Seeking to use my superior knowledge of Business Administration skills and my advanced Communication Skills to effectively serve your company. Dedicated, hardworking, and committed to becoming a dependable and valuable member.

## SKILLS

|                    |    |
|--------------------|----|
| Presentation       | 10 |
| Expert             |    |
| Communication      | 10 |
| Expert             |    |
| Public Speaking    | 9  |
| Experienced        |    |
| Project Management | 8  |
| Highly Skilled     |    |
| Human Resource HR  | 7  |
| Skilled            |    |
| Buisness Analysis  | 7  |
| Skilled            |    |

## EDUCATION

- present  
**Bachelor of Business Administration**  
Sa college of arts and sciences  
Sa college of arts and sciences  
Bachelor of Business Administration - BBA, Nill  
2023 - Present
- 2021-07  
**Higher Secondary**  
Shrine vailankanni senior secondary school  
Shrine vailankanni senior secondary school  
High School  
Mar 2008 - Jul 2021

## QUALIFICATIONS

- Skills  
Project Management • Business Analysis • Human Resources (HR)
- Lingasan P -

## LANGUAGES

|       |    |         |   |
|-------|----|---------|---|
| Tamil | 10 | English | 9 |
|-------|----|---------|---|

## CERTIFICATIONS

- Business Analysis and Process Management - Coursera
- Administrative Human Resources - LinkedIn
- Project Management Fundamentals - IBM
- ILB-DNRVRVRGDNQPQ9X
- 9ACWM6FEZNRM

# Lingasan

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Lingasan P  
18a/30, Gangai Amman koil 2nd Street  
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9786397615  
03-04-2024

MR. Jagavantha  
MNC Enterprise Private Limited  
1st floor, Khivraj Complex ii, 480, Anna Salai, CIT Nagar East, Nandanam, Chennai, Tamil Nadu 600035

Dear [Hiring Manager's MR.Jagavantha]

I am writing to express my interest in the HR position at MNC ENTERPRISES PRIVATE LIMITED as advertised on your official website i have found the job posting. With a [2024 i have a experience on Administrative Human resource and Business Analysis and Process Management , I am confident in my ability to contribute effectively to your team.

Throughout my career, I have developed strong relevant skills i am attaching my resume to showcase my skills and experience which I believe align well with the requirements of the position.

I am Enclosed is my resume, which provides further details about my professional background and accomplishments. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

Lingasan P

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