

Praveen kumar S

Motivated and detail-oriented B.Com graduate seeking an entry-level role Possessing a solid foundation in accounting principles, financial analysis, and business management. Eager to leverage academic knowledge and internship experience to contribute effectively to a dynamic team and learn and grow within the industry

✉ praveenkumar10072003@gmail.com

☎ +91 6379033685

📍 chennai, india

EDUCATION

Bachelor's

St josephs college (arts & science)

05/2022 - 03/2023,

Courses

chennai

- Bachelor's Degree in corporate secretaryship

Higher secondary

Government higher secondary school Alapakkam

06/2018 - 03/2020,

Courses

chennai

- Account's

SSLC

Government higher secondary school Alapakkam

06/2017 - 03/2018,

Courses

chennai

- public

WORK EXPERIENCE

Team member Domino's pizza

12/2022 - Present,

chennai

Office Management Intern

R C LASER TECTH

10/2022 - 11/2022,

Tasks

chennai

- Assisted with various administrative tasks including managing phone calls, scheduling appointments, and handling correspondence.
- Coordinated office supplies inventory and placed orders as needed.
- Contributed to the organization and maintenance of office files and records.
- Supported the HR department with recruitment processes, such as scheduling interviews and updating candidate records.

SKILLS

Strong organizational and time management skills

Exceptional communication and interpersonal skills

Ability to work independently and as part of a team

Detail-oriented and able to handle multiple tasks simultaneously

Experience in managing budgets and handling financial documents

LANGUAGES

ENGLISH

Professional Working Proficiency

TAMIL

Native or Bilingual Proficiency

CAREER GOALS

To work in an innovative and conducive environment where I would be able to contribute my fullest skills for the organizational enlistment through smart work and self-development.

PERSONAL DETAILS

- Date of Birth : july-10-2003
- Sex : Male
- Nationality : Indian
- Marital Status : Single

DECLARATION

I, hereby declare that all the above details are true and certified. Hope my credentials are worthy of your service

(praveen kumar. S)