



# PRAVEENKUMAR V

## B.COM ( GENERAL )

My long-term career goal is to be part of an organization that offers a challenging work environment and offers my best every step of the way. Highly efficient and passionate about learning new concepts, ideas and techniques. The goal is to reach the heights of my career with proven expertise.

### PERSONAL DETAILS

**Date of Birth**

31st August, 2002 ( Age - 21 )

**Nationality**

Indian

**Marital Status**

Single

**Address**

No.75/25, Muthumariamman kovil street,  
MGR nagar, Selaiyur,  
Chennai - 600 073.

### CONTACT

+91 73052 34194

www.pkv07@gmail.com

### STRENGTHS

- ✓ Good at communication
- ✓ Quick learning & Creative thinking
- ✓ Believe in smart work than hard work
- ✓ Honesty & Sincerity towards job
- ✓ Punctuality
- ✓ Can quickly adapt to new environment
- ✓ Can work independently and Good team player as well
- ✓ Attention to detail
- ✓ Initiative and self-motivation

### LANGUAGES

Tamil

English

Hindi

### EDUCATIONAL QUALIFICATION

Class	Institution	Year of passing	Percentage
SSLC	Zion Mat. Hr. Sec. School	2018	89.6 %
HSC	Zion Mat. Hr. Sec. School	2020	89.6 %
B.com	Madras Christian College	2023	69.5 %

### ADDITIONAL QUALIFICATION

Typewriting English – First class with  
(senior grade) Distinction

### INTERNSHIP

#### 1. LA AMBIENCE - 2022

( Thoraipakkam )

- Worked as a supervisor and participated in planning, organizing work, setting goals, assigning tasks to individual workers and monitoring their performance.
- Involved in receiving, storing and issuing materials, ensuring they are properly handled, organized and recorded.

#### 2. BAJAJ ALLIANZ LIFE INSURANCE COMPANY - 2023

( West Tambaram )

- Attended team meetings and training sessions to enhance knowledge of insurance products and industry trends.
- Provided exceptional customer service by quickly responding to customer inquiries and resolving issues.
- Assists with administrative tasks including data entry, filing and document management.

### SKILLS

- ✓ Tally
- ✓ Ms Word & Ms Excel

**DECLARATION :** The information stated above is true to the best of my knowledge and belief.