

CURRICULAM VITAE

S. RADHIKA SARATHI

**D.No.215 stone house,
Near Govt Arts college,
The Nilgiris-643002.**

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OBJECTIVE:

To pursue my career in an organisation with performance oriented environment for achievement of personal advancement being ambitious and hardworking . I am looking forward to challenging my potential and be worthy of management trust and confident.

ACADEMIC PERFORMANCE:

Degree/Certificate	Board/University	School/College	Year of passing	Percentage
M.B.A	Bharathiyar University	Bharathiyar University	1st Year	-
M.com	Bharathiyar University	Bharathiyar University	2020	80%
B.com	Bharathiyar University	Government Arts and Science College.	2018	83%
Diploma in Computer Application	---	SSI Institute	2016	"A" Grade
H.S.C	State Board	Sri Shanthi Vijay Girls Higher Secondary School.	2015	87%
S.S.L.C	State Board	Sri Shanthi Vijay Girls Higher Secondary School.	2013	92%

KEY SKILLS:

- Active Listening
- Communication
- Management Skills

OTHER QUALIFICATION:

- Typewriting: **Tamil and English Higher with Distinction**
- Certified in **Diploma in Computer Application (DCA)**
- Certified in **TALLY ERP9 Version**
- Computer Literate: **Proficiency in MS Word, Excel, Power Point**
- Excellent Language Skills: **C++, Java, HTML .Net.**
- Completed from **Prathmic to Praveen Uttarad in hindi.**

PERSONAL DETAILS:

Father Name: D.Sarathi
Mother Name: S.Kanchana
Nationality: Indian
Sex & Marital Status: Female & Unmarried
Date of Birth: 30/10/1997
Languages Known: Tamil & English.

DECLARATION:

I hereby declare that all the above information is correct and accurate to best of my knowledge.

Place : Udhagai

Date : .10.2022

(S.Radhika)