

KAVI BALAJI V

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No 35 Semmozhi Nagar Thiruparuthikundram Kancheepuram 631 502

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EDUCATION

Vels Institute of Science Technology & Advanced Studies (VISTAS)	2021-2024
<ul style="list-style-type: none">B.com (Corporate Secretaryship) <p>75%</p>	
Infant Jesus Matric Hr Secondary School	2021
<ul style="list-style-type: none">HSC <p>86%</p>	
Infant Jesus Matric Hr Secondary School	2019
<ul style="list-style-type: none">SSLC <p>82%</p>	

SKILLS

- Tally Prime
 - Microsoft Excel
 - Microsoft Word
 - GST & TDS Filing
 - Web Processing
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PROJECTS

A Study on Customer Satisfaction Towards Telecommunication Service Provider
Reliance Jio

- Reliance Jio has entered into the market of telecom service providers with freebies and more data to the customers.

Inventory Optimization for Reduced Holding Costs in AMREP

- This guides helps demystify inventory holding costs, including tips on how to reduce them, beginning with essential holding cost calculations.
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INTERNSHIPS

Cobra Legal Solutions

- I had completed my training for the Legal Aspects of Business and Corporate Secretarial Practices.

E Leaf Technologies

- I had completed my internship programs in GST Law and Relevant Sections.