

# ROOBICA SURESH

B.com(General)

## CONTACT

- +91 8270817496
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- Kanchipuram, Tamil Nadu.

## SKILLS

- Customer relations
- Public Relations
- Effective Communication
- Tally (Basics )
- MS excel (Basics )

## LANGUAGES

- English (Fluent)
- Tamil (Fluent)



## PROFILE

Recent B.Com graduate with a strong foundation in accounting, finance, and business management seeking an entry- level position where I can apply my academic background and develop practical skills in a challenging and growth- oriented environment.



## INTERNSHIP

- INDIAN OVERSEAS BANK (IOB)2024(DEC)-25(JAN)
- Learn to maintain a good relation with senior customers.
  - Learn the functions of banks and the products of IOB.
  - Taught how to manage some of the books of their banks.(like-stationaries)
  - Monitored by the senior managers of the bank.



## EDUCATION

- Bachelor of Commerce2022-2025
- Madras Christian College | Madras University
- CGPA: 7.2/ 10



## CERTIFICATIONS

- Introduction to Microsoft excel - Coursera
- Stock valuation with dividend discount model - Coursera
- Business analysis and process management - Coursera
- Power BI: Dashboards for beginners - LinkedIn
- Accounting for managers - LinkedIn
- Accounting foundations: Bookkeeping - National Association of State Boards of Accountancy (NASBA)-LinkedIn