

ROOBIIKA SURESH

B.com(General)

CONTACT

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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 Commerce

2022-2025

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