

SW ETA SAJU

H/O P. TALUKDAR, RAJGARH ROAD , BYLANE - 3, HOUSE NO:9, GUWAHATI , ASSAM, 781003

9401066991 ▪ swetasaju24@gmail.com



### **Objectives:**

To work as an employee in a challenging environment providing me with ample of opportunities to learn, grow and utilize the best out of myself by using my skills towards fulfilling the goals of the organization.

### **Education:**

- Completed Bachelors of Commerce (Computer application)(2020) with 74.7% from Naipunnnya Institute of Management and Information Technology, Pongam , Thrissur, Kerala.
- Completed 12th standard (2017) with 68% from Don Bosco Senior Secondary School, Guwahati, Assam.
- Completed 10th standard (2015) with 75.5% from St. Mary's Higher Secondary School, Guwahati, Assam.

### **Skills:**

#### **Soft skills**

- Good communication skills
- Teamwork
- Creative
- Problem Solver

#### **Hard skills**

- MS-Excel
- MS- Word
- MS- PowerPoint
- HTML
- Tally ERP9

**Certificates and Achievements:**

- Certificate in Indian & International Finance & Accounts given under the stamp of Sted Council.
- Top scorer from B. Com degree (Computer Application) from college under University of Calicut.
- NCC ‘A’ certificate holder.
- Certificate on “Lead Generation Webinar” by Deepak Kanakaraju.
- “Career in Banking – A Golden Opportunity” by Vidyaniketan Degree College of Commerce, Ghatkopar.

**Extra-Curricular Activities:**

- Coordinated “Best Manager Event” at Inter-college level Management Fest.
- Participated in Marketing Game at Inter collegiate level.
- Participated in Model United Nations(MUN) as a delegate in Human Rights at school level.
- Participated in Basketball and secured 1<sup>st</sup> in Kho-Kho at school level.

**Personal Details:**

- Date of Birth – 24-03-1999
- Father’s Name- Saju Thomas
- Mother’s Name- Bobita Saju
- Languages Known: English, Assamese, Hindi, and Malayalam.

**References:**

- Mr. Joseph James  
Asst. Professor at Naipinnya College.  
9946275055
- Ms. Tessy Paulose  
Asst. Professor at Naipunnya College.  
9744769159

**Declaration:**

I hereby declare that the above given details are true to the best of my knowledge.

Place: Guwahati.

Sweta Saju