



PAVITHRA SIVAMALAIAPPAN

Aspiring Professional

PERSONAL SUMMARY

Focused recent graduate, aiming to leverage acquired academic knowledge and proven analytical and management skills to successfully fill the positions under Financial Department at your company. Frequently praised as adaptable by my peers.

PROFESSIONAL SKILLS

Adept in: MS Office, Tally, Visual Basics, Problem solving
Personal Skills: Teamwork, Innovation, Creativity, Adaptability

CONTACT INFORMATION:

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CAREER HISTORY

Shabeena Documentation

Documentation Management Department (Asst.), 2019-present
Worked mainly in assisting the processing of Documents and accounts maintainance.



EDUCATIONAL HISTORY

Bharathiyar University

Master of Business Administration in HR management-present

Favourite Field of Studies

- 1.Human Resource Management
- 2.Business Environment
- 3.Accounting and Finance
- 4.Production and Operation Management

PSGR Krishnammal College for Women

Bachelor of Commerce, major in Professional Accounting

- Graduated with 7.2 GPA
- Member of Eco-Watch Club

Favourite Field of Studies

- 1.Financial Accounting
- 2.Management Accounting
- 3.Corporate Accounting
- 4.Cost Accounting



CERTIFICATES

Diploma in Computer Application

certified for completing MS Office HTML by BEST Academy and Lissom sysytems

Certification on Tally and Visual Basics

Certified on Tally and Visual Basics Along with Basic of C program completion by Lissom systems



LANGUAGES

English

Full Professional Proficiency

Tamil

Native or Bilingual Proficiency