



# ANGALA PARAMESWARI

## I AM

Bachelor of Commerce graduate with a good understanding of commerce from my curriculum and experience. I have improved my team coordination and leadership through my co & extra curriculum. I would like to work in a healthy, innovative and challenging environment, which is conducive to learn and grow at professional as well as personal level.

## CONTACT

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## ACTIVITIES AND INTERESTS

Working in Tally  
Reading  
Volleyball  
Crafting  
Singing  
Dancing

## EDUCATION

Course	Institute	Year	Percentage
SSLC	Sri Sowdeswari Vidyalaya	2016-2017	89%
HSLC	Sri Sowdeswari Vidyalaya	2018-2019	80%
BCOM	Sri Avinashilingam Institute	2019-2022	76%

## TECHNICAL SKILLS

- MS Office
- Tally ERP
- Financial Analysis
- CRM
- Google applications
- Research methodology

## CERTIFICATES AND COURSES

- Digital marketing  
I have learnt about the different digital technologies and the ways to promote products and services through digital portals
- Workshop in Microsoft Excel
- Value added course on spoken Hindi
- Co-curricular course on general awareness  
I have learnt about various aspects such as politics, economics, science, scientific research, general knowledge etc.
- Communication skills

## WORK EXPERIENCE

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Title: Trainer/client supporter  
Organization: Focus Edumatics

Description:

- Dealing with the clients in United States
- Helping them with reliable services
- Excellent team work and coordination
- Having consequence ladder with clients
- Handling and changing methodology.

My Experience:

- Excellent communication development
- Handling personalities with cultural differences
- Creating and implementing initiatives
- Efficient time management and multitasking
- Effective interpersonal skills.

Title: Academic advisor  
Organization: Arcanoe Consultants

Description:

- Engaging with working professionals globally
- Empathizing clients in improving their skills
- Educating them with the professional courses
- Getting knowledge about different countries
- Excellent in problem solving.

My Experience:

- Being innovative and proactive
- Extraordinary administration & leadership skills
- Excellent verbal communication
- Effective analytical & strategic thinking
- Accurate attention to details
- Documentation, screening & processing

## INTERNSHIP

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Topic: GST and Taxation Laws

A performance certificate regarding my dedication and efforts towards my work at "YLO-Your Local Outlet"  
I got more knowledge in,

- The "Goods and Service Tax"
- The rules and regulations for filling GST
- The different kinds of GST
- The different kinds of Taxation Laws followed under central and state level

## SEMINAR

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- English language and its purpose  
Using effective communication through English language in the modern society
- Commerce and its role  
Information about commerce and its role in the current business environment
- Women's struggles at workplace  
The different types of struggles faced by women in their workplace and how they are being suffered

## REPORTS

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- Commerce and management  
A report on commerce and its aspects, business management, marketing management and accounts
- Business environment  
A report on the new environment that graduates face after their graduation
- Marketing  
A report on the aspects of marketing and the skills required for marketing
- Management system  
A report on the policies, processes and procedures used by an organization to achieve its objectives
- Research methodology  
A report on the logical and systematical plan to resolve a research problem in terms of business
- Auditing  
A report on the determination of the financial data under accounting principles
- Income tax  
A report on the tax imposed on individuals or entities in respect of their income

## CO CURRICULUM

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Lead organizer for various events and functions in school & college

- Fun activities like games
- Entertainment activities like dancing, singing, yoga
- Educational activities like debate, quiz

## SPORTS

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- Intramural kabaddi runner
- Best player award in volleyball tournaments