

**SWATHI.R**

# 69, (1) – Samundipuram,  
Priya school street,  
Gandhi nagar (post),  
Tirupur – 641603.

## **CAREER OBJECTIVE**

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My objective is to construct a career in the reputed firm where my knowledge, skill and determination can be fully utilized. I believe in hard work. I like to learn new things in every sphere of my career.

## **EDUCATION**

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**SSLC-2017**

**PERCENTAGE: 87.5 %**

Jaivabai girls Hr.Sec.School, Tirupur.

**HSC-2019**

**PERCENTAGE: 62.7 %**

Jaivabai girls .Hr.Sec.School, Tirupur.

**B.Com (PA) – 2022**

**PERCENTAGE: 85.3 %**

DR.N.G.P College of arts and science, CBE.

## **ACADEMIC INTERNSHIP**

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**TITLE:** Trainee at auditor office- 2021:

Gained knowledge in the area of GST, TDS and Income tax .

## **SKILLS**

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- Strong proficiency with MS WORD, EXCEL, and POWERPOINT.
- Strong knowledge of TALLY EXP 9s.

## **ACADEMIC CERTIFICATION**

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- Bagged certificate in TALLY EXP 9 (Secured, B-Grade).
- Bagged certificate in digital marketing.
- Bagged certificate of participation course on banking and finance club.

## **ACHIEVEMENTS**

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- Secured 'GRADE B' on A certificate exam in National Cadet Corps.
- Won II Prize in 'Art from Waste' competition.

## PERSONAL PROFILES

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- Able to adapt to new situations and environment.
- Multi-task oriented and flexibility at work place.
- Strong aspiration to meet the goals by keeping special keen on performance and values.
- Ability to learn in a short span of time.
- Team player with positive attitude and ability to perform detailed work in a fast paced environment.
- Strong communication skills with organizational skills.

## PERSONAL DETAILS

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Name : Swathi.R

Date of Birth : 04.10.2001

Father's Name : Rajendran.E

Hobbies : Cooking, Hearing songs,crafties.

Languages known : English, Tamil, Kannada.

Mobile Number : 8270582933

## DECLARATION

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I hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place: Coimbatore.

**SWATHI.R**

Date: