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# K. KAVITHA SIVAKUMAR

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## OBJECTIVE

To utilize the best of my skills/  
abilities and accomplish the  
assigned task in order to add  
value to the organization goals  
and enhance my professionalism.

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## INFO

DOB: 18<sup>th</sup> July 1982  
HOME TOWN: Chennai  
LANGUAGES KNOWN: **Tamil  
& English** (both intermediate  
level)  
HOBBIES: Art & craft, music,  
reading books, board games

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## SKILLS & ABILITIES

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### MANAGEMENT

-experience in running family business.

### ADMINISTRATIVE

-maintaining accounts, processing of collections, tracking deadlines,  
scheduling business agendas.

### PROBLEM SOLVING

-always approach a problem from bird's eye view (holistic),  
understand the constraints and come with innovative ideas &  
practical solutions.

### CREATIVE

-seek lateral perspectives and out of box thinking.

### ORGANIZATIONAL

-highly organized and optimize time & resources effectively.

### COMMUNICATION

-well versed in english & tamil, with clarity, concision &  
confidence in listening and reciprocating.

### LEADERSHIP

-never missed an opportunity to inspire and lead motivated  
individuals to focus on a goal and attain team temperament

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## EDUCATION

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### BBA | APRIL 2002 | FIRST CLASS

Ethiraj College for Women, University of Madras

- Diploma in Microsoft Office
- Teacher training course by Fevicryl
- International cookery course by Chennai Culnery Institute



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