

RESUME

NAME: INDHUJA.M

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CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.

ACADEMIC QUALIFICATION:

COURSES	NAME OF INSTITUTION	PERCENTAGE	YEAR OF PASSING
MBA (Marketing & logistics and supply chain management)	SAVEETHA SCHOOL OF MANAGEMENT	83%	2021
B.com (corporate secretaryship)	DR.MGR JANAKI COLLEGE OF ARTS AND SCIENCE FOR WOMEN, CHENNAI	84%	2018
HSC	VELAMMAL MATRIC HR SEC SCHOOL	91%	2015
SSLC	VELAMMAL MATRIC HR SEC SCHOOL	91%	2013

CERTIFICATION COURSE:

- Certified in Tally ERP. 9
- Certified in DCA
- Certified in Secretarial skills
- Certified in Shipping and logistics

PROJECT:

Undergone internship training in UG:

Organization: Maruti Suzuki

Duration: 60days

Description: About the Financial analysis of the company

Undergone internship training in PG:

Organization: Unique security agency

Duration: 60days

Description: About the company's marketing services

AREA OF INTEREST:

- Marketing
- Logistics
- Recruitment
- Supply chain management

TECHNICAL SKILLS:

- MS Word
- MS PowerPoint
- MS Excel
- Tally ERP.9

PERSONAL SKILLS:

- Self-motivated
- Ability to deal with people
- Willingness to learn
- Team player
- Loyal towards work and duties
- Leadership

HOBBIES:

- Playing Badminton
- Travelling
- Painting

PERSONAL PROFILE:

Father's Name : Markantaiyan. L
Date of Birth : 23th December 1997
Languages Known : Tamil, English, Hindi
Permanent Address : NO. B3-404, TOWER-4, Shriram Sankari Apartments,
Thangappapuram, Guduvnacheri, Chennai-603202.

DECLARATION

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Date:

(INDHUJA.M.)

Place: Chennai