

Resumé

Pavithra .B

No.49 , Bavananthiyar street , Sembakkam ,

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Objectives:

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Educational qualifications:

<u>Qualification</u>	<u>Institution</u>	<u>Year of passing</u>	<u>Grade of marks</u>
B.Com(General)	SDNB Vaishnav College for Women, Chrompet.	2021	88%
H. S. C	Alwin Memorial Public School (CBSE) , Selaiyur.	2018	62.4%
S. S. L. C	Alwin Memorial Public School (CBSE) , Selaiyur.	2016	88%

Work Experience:

- Worked at Sri Srinivasa Industries(Vengadamangalam) in Audit department from June 2021.

Certifications:

- CMA(Cost Management Accountant) – foundation (Cleared)
- Tally ERP 9(Basics)
- SPSS(Basics)
- MS Word and MS Excel (Basics)
- C++ (Basics)

Skills:

- Leadership skills
- Good verbal and communication skills
- Active learner

Awards and recognition:

- Completion of Accounts Executive in **Arthavidhya course** conducted by SDNB Vaishnav College for Women.
- **Karate champion** (Toro-shito-ryu) – Brown Belt
- Completion of **Yoga Youth Empowerment** course conducted by SDNB Vaishnav College for Women.
- Got the **best project award** in District Council for O2(Supply of Water) from Rotaract Club of SDNB Vaishnav College for Women.
- Got selected as **PRO(Public Relation Officer)** of Rotaract club of SDNB Vaishnav College for Women for the academic year 2019 – 2020.
- Got selected in **CRICKET TEAM** of SDNB Vaishnav College for Women for the academic year 2018-2021

Languages known:

- Tamil : Read, write, speak
- English: Read, write, speak

Personal details:

- Date of birth : 15/10/2001

- Age : 20
- Gender : Female
- Father's name : S. Baskar
- Mother's name : G. Madhavi
- Nationality : Indian
- Religion : Hindu
- Marital status : Unmarried

Declaration:

I wish to state the above mentioned information are true to the best of my knowledge.

Date :

Signature :

Place : Chennai