

RESUME

SWETHA P

Email id:swethaswetha200012@gamil.com

Mobile: 9944733015

CAREER OBJECTIVE

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

Educational Details:

DEGREE	BOARD/UNIVERSITY	NAME OF THE INSTITUTE	YEAR
B.COM	Madras University	Dhanalakshmi Srinivasan Arts and Science (co-education) College Mamallapuram	2018 -2021
12th	State Board	Seventh-Day Adventist Matriculation Higher Secondary School Kalpakkam	2017-2018
10th	State Board	Seventh-Day Adventist Matriculation Higher Secondary School Kalpakkam	2015-2016

TECHNICAL QUALIFICATION

- Type writing.
- Four Month Computer Course In DACP

SKILL SETS

- Thorough knowledge of Accounting.
- Strong analytical, problem solving, organizational ability.
- Written and Communication skills.
- Ability to deal with people diplomatically.
- willingness to learn.
- Leadership skills.

ACHIEVEMENTS

- In khokho I had reached district level.
- Received Awards.
- Volunteering.

EXTRA CURRICULAR ACTIVITIES .

- Volunteer.
- Leadership skills
- Communication skills

Personal Details :

Name : SWETHA P
Date of Birth : 12-02-2000
Sex : Female
Nationality : Indian
Religion : Hindu
Languages Known : Tamil,English,
Hobbies : Playing Games, Learning new things,
Watching videos, travelling,
Present Address : NO-11 Kailasanathar kovil
street,Parameshwaramangalam,Cheyyur Tk,
Chengalpattu Dts-603305

Declaration:

I hereby declare that above information is correct to the best of my knowledge and belief.

Sign:

Name :SWETHA P

Place & Date :

