

# KAVITHA A

**Mail Id:** [vinokavi112@gmail.com](mailto:vinokavi112@gmail.com)

**Phone No:** 9025770223

**Address:** 4/10, Anna Nagar, Vadambacheri\_  
Coimbatore -641669.

## CARRER OBJECTIVE

To be able to work in a career orientated and challenging environment and uplift professional development. I want to excel in this field with hardwork and dedication.

## ACADAMIC QUALIFICATION

COURSE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.Com (corporate secretaryship)	PSG College of Arts and Science	Bharathiar University(Affiliated)	2019-2022	83%
HSC	SCM Higher Secondary School	State Board	2019	95%
SSLC	SCM Higher Secondary School	State Board	2017	94%

## CAPAPILITIES

- Basic knowledge in MS word and MS Excel, Powerpoint.

## KEY STRENGTHS

- Able to adopt myself to the need of the society
- Punctual in my work and able to manage time

## CERTIFICATION

Got Certificate in NPTEL (swayam)course on LEADERSHIP.

## INTERNSHIP

**Summer internship**

Company type : private limited.

Company Name : Jay shri shanmuga spinners private limited.

Duration : 20 days.

#### **ADDITIONAL INFO**

- Online course swayam certified in Leadership
- Extra paper on Advertising.

#### **INTRESTS**

- Exploring different kind of places
- Drawing.

#### **PERSONAL INFO**

Name : Kavitha A

D.O.B : 26/07/2002

Address : 4/10, Anna Nagar,vadambacheriCoimbatore(DT)641669

Gender : Female

Nationality : Indian

Religion : Hindu Marital

Status : Unmarried

Languages known : Tamil, English

Kannada

#### **DECLARATION**

I hereby declare that the above given details are true to my knowledge.

**Date :**

**Place: Coimbatore.**

**(KAVITHA A)**