

RESUME

SWETHA B

NO.14B, Kanaga durga nagar,
Karthikeyapuram Motur,
Tiruttani – 631 211.
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CAREER OBJECTIVE:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement while gaining knowledge of new skills and expertise.

ACADEMIC PROFILE:

CLASS / COURSE	INSTITUTION	BOARD OF STUDY	YEAR OF PASSING	% MARKS OBTAINED
B.COM	Sri Sankara Arts and Science College, Enathur, Kanchipuram.	Autonomous [Affiliated to Madras University]	Pursuing	87%
HSC	DR.V.Genguswamy Naidu Matric Hr. Sec. School, Tiruttani.	Board of Matriculation Tamil Nadu	2019	77%
SSLC	DR.V.Genguswamy Naidu Matric Hr. Sec. School, Tiruttani.	Board of Matriculation Tamil Nadu	2017	89.4%

AREA OF INTEREST:

- ❖ Financing
- ❖ Taxation
- ❖ Income Tax
- ❖ Accounting

ADDITIONAL CERTIFICATE COURSES:

- ❖ Tally ERP 9.
- ❖ Completed a certificate course in NPTEL.

AWARDS AND ACHIEVEMENTS:

- ❖ Involved in leadership activities.
- ❖ Actively participated in spoken English class on my 5th standard and got a certificate.
- ❖ Actively participated in “**sports meet**” held in my school

CO-CURRICULAR ACTIVITIES:

- ❖ Participated in C-CLUB programs (commerce club programs) held in our college.
- ❖ Attended guest lecturers in NPTEL.
- ❖ Attended more quiz competition held in our college.

TRAINING SESSIONS:

- ❖ Actively participated in the “Business Communication Training Program” conducted by Redington Foundation & Kalvi trust from Jan 2022 to March 2022.
- ❖ Attended “Meet the Manager” program and interacted with HR Managers of corporates.
- ❖ Appreciated by the Training Experts and selected as the “Best Performer” of the Batch.

LEADERSHIP CAPABILITIES:

- ❖ Designated as the “**Class Representative**” for the 1st and 2nd year for my class.
- ❖ Designated as the “**Class Representative**” for the 3rd year for my class.

LANGUAGES KNOWN:

LANGUAGES	READ	WRITE	SPEAK
TAMIL	✓	✓	✓
ENGLISH	✓	✓	✓
TELUGU	-	-	✓

STRENGTHS:

- ✓ Energetic
- ✓ Genuine
- ✓ Flexible
- ✓ Extrovert
- ✓ Right attitude
- ✓ Active participation

HOBBIES:

- ✓ Drawing cartoon pictures
- ✓ Playing shuttle cork
- ✓ Playing carrom board
- ✓ Cooking
- ✓ Stitching

PERSONAL PROFILE:

- | | | |
|------------------------|---|---------------------|
| 1. Date of Birth | : | August 23.2002 |
| 2. Gender | : | Female |
| 3. Father's Name | : | T.M.D.Babu |
| 4. Father's Occupation | : | Archagar,Astrologer |
| 5. Mother's Name | : | B.Inthumathi |
| 6. Mother's Occupation | : | Home Maker |
| 7. Nationality | : | Indian |

DECLARATION:

I hereby declare that all the details stated above are true to the best of my knowledge.

STATION: Tiruttani

DATE:

[SWETHA.B]

