

# Subalakshmi K

Madurai, Tamil Nadu | +91 9965131110 | subalakshm2004@gmail.com

[www.linkedin.com/in/suba-lakshmi-14a37b2b5](https://www.linkedin.com/in/suba-lakshmi-14a37b2b5)

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## SUMMARY

Motivated and detail-oriented individual with a strong interest in business processes, problem-solving, and operational efficiency. Actively seeking entry-level opportunities in Business Analysis, Software Testing, or Support roles. Skilled in communication, analysis, and documentation, with a proactive mindset and a strong willingness to learn. Eager to contribute to a dynamic team and grow within a forward-thinking organization.

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## TECHNICAL SKILLS

- **Office Tools:** MS Excel, MS Word, MS PowerPoint
  - **Documentation:** Creating simple BRD, FRD, and Meeting Notes
  - **Visualization Tools:** Google Sheets charts, Figma
  - **Communication Tools:** Google Meet, Zoom
  - **Operating System:** Windows
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## PROFESSIONAL TOOLTIPS

- **Communication:** Strong verbal and written skills
  - **Teamwork:** Collaborative in diverse teams
  - **Adaptability:** Quick learner of new technologies
  - **Critical Thinking:** Analyzes complex problems
  - **Time Management:** Prioritizes tasks effectively
  - **Continuous Learning:** Commitment to professional development
  - **Creativity:** Innovative mindset
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## EDUCATION

N.M.S. Sermathai Vasan College For Women

B.com - Commerce - 65%

2022 - 2025

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## AWARDS & ACHIEVEMENTS

- Outstanding Contribution in Arts & Craft Club, Hygiene club
  - Honors for Volunteer Work
  - Leadership Award for Anti - Drug Club
  - Best Presentation Award
  - Awarded for Excellence in Teamwork
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## LANGUAGE

- Tamil
- English