

VINODHINI B

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Career Snapshot

Detail-oriented B.Com (Corporate Secretaryship) graduate with expertise in operations, corporate governance, and financial management. Strong problem-solving skills, adaptable, and eager to contribute to fast-paced corporate teams.

Education

- B. Com Corporate Secretaryship | Meenakshi College For Women | 2025.
- Scored 99 in commerce in 12th, with 80%+ in all UG semesters.

Key Skills

Tally ERP 9 | GST Accounting | MS Office | Typewriting | Excel & PowerPoint | Data Handling | Communication | Team Collaboration.

Academic Projects & Internships

- Institutional training – Meenakshi College for Women | 2025.
- Internship – Lancor Holdings Limited, Mambalam | 2024.
- Compliance Checklist for Banking Operations – Naan Mudhalvan Project (2025).

Certifications

- Diploma in Computer Application [DCA]
- Naan Mudhalvan Program - Completed certification in Retail Banking and Wealth Management.

Workshops & Webinars

- AI & Machine Learning Webinar – Gained insights into AI and ML applications in business and technology.