

## Career Objective

To achieve leadership position in the concern and enhance performance with knowledge & experience.

## Education Qualification

- ❖ Bachelor of commerce, corporate secretaryship ,Ethiraj College For Women with 84% .
- ❖ Senior school certificate examination, Christ Nagar Senior Secondary School, Trivandrum with 88% in April 2017
- ❖ Secondary school examination, Christ Nagar Senior Secondary School, Trivandrum with 77.9% in April 2015.

## Work experience

- ❖ Coach-Accountancy, APJ Academy, Chennai, India May 2018- July 2019  
Provided practical concepts-based tutoring for Senior School examination covering Accountancy.

## Internship

- ❖ Completed 30 days of internship program in SHRI RAM EPC, CHENNAI from 2nd May 2019 to 13th June 2019.  
Observations:  
Learnt about the operations of secretarial practices and compliance department
- ❖ Completed 5 days of internship program in TAJ GREEN COVE RESORT & SPA, TRIVANDRUM from 14th May 2018 to 18th May 2018.  
Observations:  
Learnt about Report making, arranging bills & draft minutes.

## Achievements

- ❖ Rewarded as a Best Student teacher during 12th standard in the event of Teacher's day.
- ❖ Editorial committee member of Citizen Consumer Club (CCC).
- ❖ Linguistic known are French, Hindi, Malayalam, Tamil & English.
- ❖ Participated in entrepreneurial bazar and made record sales by our team.

## Technical Skills

- ❖ Completed 3 months course in TALLY ERP from National centre for vocational and technical education.
- ❖ Completed 2 months course in MS Excel from Besant technologies.
- ❖ Completed 2 months course in PYTHON from Besant technologies.

## Publication

- ❖ Article on "fair trade" in consumer connect (issued by ccc)
- ❖ Paper on "digital marketing" during national seminar in Guru Nanak College.

## Declaration

I hereby declare that the information furnished above are true to the best of my knowledge and belief.

Place: Chennai

Date: