

M.SUJITHRA

sujithramohan2311@gmail.com

CONTACT NO: 9176701220

CAREER OBJECTIVE:

To excel in my field through hard work and dedication.

ACADEMIC BACKGROUND:

- B.COM (CS), Ethiraj College for Women, 2015-18, **76 %**.
- HSC Examination, Muruga Dhanushkodi (G) HR SEC School, 2014-15, **95.58%**.
- SSLC Examination, Auxene Evangelical Mission High School, 2012-13, **94%**.

SPECIAL ACHIEVEMENTS:

- Obtained **Gold medal** in commerce group in school level
- School **third topper** in SSLC Examination.
- **Centum holder** in **Maths, Science** and **Social science** in SSLC Examination.
- Obtained **C-Certificate** with a qualified rank in **NCC** (National cadet corps)
- Attended **BASIC LEADERSHIP CAMP** Held at Tanjore.

INTERNSHIP EXPERIENCE:

- **One Month Training, Tamil Nadu Co-operative Housing Federation LTD.**

WORK EXPERIENCE:

- **ACCOUNTS EXECUTIVE**, 2 years Experience, Chennai Race Coaching Institute pvt ltd.
- **SENIOR TELECALLING OFFICER**, 7 months Experience, Loan collection (commercial vehicle), HDB Financial Service. (BPO)

TECHNICAL AND KEY SKILLS:

- Experienced in **ZOHO Software**.
- With the knowledge of Accounting, Sales invoice, Purchase bills, petty cash vouchers, bank reconciliation, financial statements, Vendor payments, Journal entries and maintaining supporting document.
- Teamwork, Time management, Quick learner, leadership and Decision -making Ability.

EXTRA CURRICULAR ACTIVITIES:

- Carvings (@carve_with_suji)
- Social service
- Interested in NCC events

PERSONAL DETAILS:

- Name: M. SUJITHRA
- Father's Name: V. Mohan
- Age & DOB: 23 years, 23.11.1997
- Marital Status and Nationality: Single, Indian
- Address: No:5, Raghavendra colony, Glass factory Road, Tiruvottiyur, Chennai-19.
- Language known Tamil, English
- Language proficiency: Tamil, English

DATE:**PLACE:** Chennai**SIGNATURE**

M. Sujithra