

Sruthi C

+91 82969 20734
Palakkad, Kerala

Parameswaransruthi89@gmail.com

Objective	Self-driven graduate with strong analytical, logical, and problem-solving skills, good foundational knowledge of accounting concepts and excellent interpersonal and communication skills looking for a career in HR and Administration.
Skills & Abilities	Proficient with Microsoft Excel, Word, and PowerPoint Certified in Tally Typewriting Excellent written and verbal communication skills
Education	Annamalai University – Chidambaram – Post Graduate Diploma in Human Resource Management <i>2019 First Class</i> PSG College of Arts & Science – Coimbatore – Bachelor of Commerce in Financial Systems <i>2017 First Class with Distinction</i> Kendriya Vidyalaya – Ottapalam – Class 12 CBSE Board <i>2014 70 percentage</i> Kendriya Vidyalaya – Ottapalam – Class 10 CBSE Board <i>2012 8.6 CGPA</i>
Experience	Process Executive for Capital One UK, Infosys BPM Limited, Bangalore <i>Dec 2022-till date</i> Intern at Parli Co-operative Bank, Parli, Palakkad
Languages	English, Hindi, Tamil, Malayalam
Communication	Silver medalist in District level Hindi Extempore competition National level Debater in Hindi debate held at Lucknow, UP.
Leadership	Vice Chairman of Student Council of Commerce Department, PSG College of Arts & Science, Coimbatore, Tamil Nadu. House Captain at Kendriya Vidyalaya, Ottapalam, Kerala.