

VENNILA.S

Contact

@ vennilasridhar0912@gmail.com

7358220144

No.6 F Block Visalakshi Garden War
ren Road Mylapore Ch-04

Personal Details

Gender : Female

Place : Chennai

OBJECTIVE

I am Seeking for opportunities to contribute my skills and grow professionally. I will give my best and full dedication in my work.

EXPERIENCE

Garg Kavita Associates & Co.	11.1.2023
Intern	-
Through this Internship I learnt Basis of GST and Other Managerial Skills Like Documentation, Processing and Maintaining the Records.	27.1.2023
BUZZ WORKS Business Services Pvt Ltd	18.12.2023
Intern	-
A Complete Corporate Exposure was given to me. I was made to work with Secretarial and HR departments within the Company and It was completely a deeper knowledge Internship.	11.1.2023

EDUCATION

SRI VENUGOPAL VIDYALAYA	2019
SSLC	
63%	
MCTM CHIDAMBARAM CHETTYAR	2021
HIGHER SECONDARY	
75%	
Stella Maris	2024
B.com Corporate Secretaryship	

LEADERSHIP ROLES

Part of Junior Red Cross at Primary Level, District Level and State Level
Folk Dance Club President at College (2023-2024)

SOFT SKILLS

Quick Learner
Multi Tasking
Adaptable and Flexible
Time Management

HARD SKILLS

Tally
MS Excel
Digital Marketing