

M. KAVYA 6379722696

KavyaMahendiran@gmail.com (Personal ID)

CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills education background and ability to work well with people.

EDUCATIONAL QUALIFICATION

- Completed **B.Com** General (Bachelor of Commerce) in Sri Krishna Adithya College of Arts and Science with 81.2% (2018-2021).
- Completed **HSC** with 84.5% from Shree Narayana Mission Matriculation Higher Secondary School Coimbatore (2017-2018).
- Completed **SSLC** with 85.5% from Shree Narayana Mission Matriculation Higher Secondary School Coimbatore (2015-2016).

CORE SKILLS

- Cost Accounting
- Corporate Accounting
- Brand Management **IT SKILLS**
- MS Office
- Basic C Programming
- Typewriting

INTERPERSONAL SKILLS

- Can easily adapt to change and New Environment.
- Punctuality & Patience
- Self Motivation **CERTIFICATION**
- Completed Online Course on the topic of **GST ANALYSIS, SOCIAL MEDIA**

MARKETING

- Completed Online Certification **NPTEL COURSE** on the topic of “Brand Management”.

EXPERIENCE

- Three months experienced in Ecommerce b2b at Maarksman for IndiaMart.
- Three months experienced in BPO customer service executive

ACHIVEMENTS AND REWARDS

- Completed **Karate certified (Govt)** and rewarded with **3 black belt**.
- Participated in **Quiz** and placed **1st PRIZE** awarded with **Govt certificate**.
- Participated in **Essay competition** awarded with **International certificate**.

EXTRA CURRICULAR ACTIVITIES

- Sports
- Classical dance
- Indoor games

HOBBIE

- Gardening
- Reading story books
- Home décor diy

PERSONAL DETAILS

Father's Name : V. MAHENDIRAN
Mother's Name : M. DHANALAKSHMI
Address : No.09ASHOK NAGAR KOVAIPUTHUR
Coimbatore 641042
Date Of Birth : 31/03/2000
Gender : Female
Nationality : Indian
Language : Tamil (Read, Write & Speak)
English (Read, Write & Speak)

DECLARATION

I hereby declare that the information given in the above application is true to the best of my knowledge And belief.

Date : 19-09-2021

Place : Coimbatore

(M. KAVYA)

