

AISHWARYA.M

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No.05, kamarajar street, Dhasaradhapuram , Saligramam chennai– 600093.

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATIONAL QUALIFICATION:

COURSE	INSTITUTE	YEAR OF PASSING	AGGREGATE
B.COM (CORPORATE SECRETARYSHIP)	Meenakshi College for Women Kodambakkam, Chennai.	2021	81%
HSC	S.M.T Chandabai Pagariya Jain Matriculation Higher Secondary School, Chennai	2018	79%
SSLC	S.M.T Chandabai Pagariya Jain Matriculation Higher Secondary School, Chennai	2016	82%

TECHNICAL SKILLS

- **Tally ERP 9** : Completed
- **Software known** : Microsoft Word, Excel
- **Typewriting** : Lower in English

ACHIEVEMENTS

- Participated in many cultural activities conducted in college.
- Participated in many sports and inter school competitions and won prizes
- Attended webinars and trainings.
- Participated in Throwball tournaments and got certificates.

PERSONAL SKILLS

- Can cope up with my co-workers and be flexible with situations.
- Having a Leadership quality.
- Good time management skills.
- I have a positive vibes and self confidence.

LANGUAGES KNOWN

Language	Read	Write	Speak
English	√	√	√
Tamil	√	√	√

EXPERIENCES & PROJECTS

- Completed internship in JAINS CONSTRUCTION LTD.
- Undergoing an Internship in Broekman logistics as HR Assistant.
- Completed institutional training (as part of my curriculum activities for my final year project) .

DECLARATION

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

Date:

M. AISHWARYA

Place: Chennai-93

