

## CURRICULAM VITAE

NAME: K. SOUNDARYA

### **OBJECTIVE:**

To secure a entry position as a lecture and utilize my dedication to faster quality education required for a student development.

### **Academic Profile:**

<b>Qualification</b>	<b>Institution</b>	<b>Year of Passing</b>	<b>Percentage</b>
MBA (Human Resource Management)	University of Madras	2019-2021	82 %
M. Com (General)	Sri KayakaParameswari Arts & Science College	2019-2021	84 %
B. Com (Corporate Secretaryship)	Sri KayakaParameswari Arts & Science College	2016-2019	74 %

### **Key Skills:**

- Good in Communication skills
- Good in logical and reasoning skills
- Team work
- Excellent presentation skills

### **Additional Qualification:**

- 2016-2017 Accounting and Finance project in Ashok Leyland PVT Ltd – Ennore
- 2017-2018 Marketing strategy in Micro spares in Patravakkam
- 201-2019 Fundamental Information Technologies (Project) in Broadway
- 2019-2020 Lead & Sale (Marketing) in Online Internship
- 2020-2021 Gold Investment (Project) in Chennai Jewellery shops
- 2020-2021 Albonair section in Ashok Leyland Limited

### **Personal Qualities:**

- Excellent Interpersonal skills
- Excellent Communication Skills in Written and Verbal both
- Ability to Lead, Reach Consensus Established Goals And Attain results

### **Key Responsibilities Handled:**

- Manage the Teaching plan for students
- Provide them Practical knowledge

- Organize various events to enhance the skills of student
- Supervising the ability of students

**Strength:**

- Hard worker
- Honest and Science
- Easily Mingled with Team

**Teaching skills:**

- Honour Diploma Computer Application (HDCA)
- GST
- Tally
- Empowerment programme

**Extracurricular Activities:**

- Block &Tackle at college level
- Speech competition English in college level

**Personal Profile**

Father Name : S. Kannan  
Date of Birth : 21-04-1999  
Age : 23  
Gender : Female  
Nationality : Indian  
Mother Tongue : Tamil  
Marital status : Unmarried

**Declaration**

I hereby declare that all the statement made in the above document are true to the best of my belief and knowledge.

Yours Truly

Place:

Date:

**(K. SOUNDARYA)**