

CURRICULUM VITAE

SOUNDARYA M

+91 8056739706 

soundaryamuthu2608@gmail.com 



OBJECTIVE

To be a part of a progressive firm offering opportunity for career advancement and Professional growth and which will help me gain sufficient knowledge.



EDUCATION

SSLC | Cheran Mat.Hr.Sec.School, Karur

2008

74.8%

HSC | Theni Kammavar Sangam. Mat. Hr. Sec.School, Theni

2010

65%

BE – E&I | Vivekanandha College of Technology for Women, Tiruchengode.

2010 – 2014

8.13 CGPA

MBA | Madurai Kamaraj University (DDE), Madurai

2021-2023

7.4 CGPA



EXPERIENCE

Administrative Staff | Karur College of Engineering, Karur.

MARCH 2015 TO JUNE 2016

Administrative Staff | Mary Matha College of Arts and Science, Periyakulam.

JUNE 2019 TO TILL DATE

- Exceptional motivational and leadership skills.
- Excellent communication skills in written and verbal both.
- Remarkable patience with reliability and responsibility.
- Ability to make a strong and healthy relation among the employees.
- An innovative and unique thinker with excellent managing skills
- Handle all the other responsibilities related to the job



SKILLS

- Excellent in basic use of computer.
- Proficient in working on MS office



CERTIFICATIONS

- Tally. ERP 9.



LANGUAGES

- Tamil – Read, Write and Speak
- English – Read, Write and Speak
- Hindi – Read and Write



PERSONAL PROFILE

Name : SOUNDARYA M
Father's Name : MUTHU M
Date of Birth : 01.08.1993
Marital Status : Married
Address ; 18, Maravar Street,
Vadugapatty PO,
Periyakulam TK,
Theni Dt.

Declaration:

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

Date:
Place:



(SOUNDARYA M)