
CHANDANA.S
chandana.s432@gmail.com

Property No: 179, Near Govindappa's Flour Mill
Mugaluru (Vill), Kugur (PO), Sarjapura,
Bangalore - 562125.
Mobile No: +91 9566861393.

OBJECTIVE:

Seeking a suitable job to employ my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

COMPETENCIES

Organized and well structured at work and adaptive to changes
Honest, sincere and hard working with high level of integrity
Committed to deadline and schedules
Willingness to learn and update inter-personal skills in diverse areas.

EDUCATIONAL QUALIFICATION

DEGREE

Bachelor Of Commerce: Department of Commerce – 78%
MGR College of Arts and Science, Hosur. June'12 – May'15

Master Of Commerce, Periyar University, Salem. (Corres - 50%) June'15 – May'17

Bachelor of Education, Commerce – 84%
TamilNadu Teachers Education University, Chennai. June'18 – April'20

PRE DEGREE

Examination Passed	Board	Institution	Year of Passing	% Of Marks obtained	Grade
XII	State Board	Parimalam Matric Hr.Sec.School, Hosur	2012	88.75	Distinction
X	Matriculation	Parimalam Matric Hr.Sec.School, Hosur	2010	86	Distinction

FIELD OF INTEREST

Accounts
Banking
Secretarial Practice

AREAS OF EXPERTISE

Strong At MS Word, MS Excel, MS PPT along With Presentation Skill

People Management

Customer & Management Oriented

Verbal & Written Communication

Risk Taking & Decision Making Ability

Problem Solving & Result Oriented

Analytical Ability

PROFESSIONAL EXPERIENCE

Working in Tata Consultancy Services since 2015 – till date.

KEY STRENGTHS

Ability to co-ordinate with team members thereby enhancing strategic goals and bottom line objectives.

CO-CURRICULAR ACTIVITIES

Participated in the industrial visit held at INFOSYS, Bangalore

Undergone as a employee for Stock Clearance Sale in TITAN WATCHES, Hosur.

Rendering Services as a member in JUNIOR CHAMBER INTERNATIONAL (JCI) India.

Member in our college ANTI-RAGGING COMMITTEE.

ACADEMIC ACHIEVEMENTS

Participated in SPELLING BEE competition held at National Level and won for District level.

Awarded as a BEST STUDENT in my Schoolings.

Won First Prize in STATE LEVEL DRAWING and HANDWRITTING competition.

Scored Centum in Subject of Corporate Accounting held at 4th Semester in B.Com, recognized as the BEST STUDENT and created a Milestone in Our department.

LEADERSHIP ROLES

Actively organized as a CLASS REPRESENTATIVE in our Department.

Rendering my activities as a PLACEMENT CO-ORDINATOR for our Department and towards PLACEMENT CELL of M.G.R College, Hosur.

Actively working as a Team Leader in TCS and managing the team in day to day chores.

PERSONAL INFORMATION:

Name	Chandana. S
Date Of Birth	21.06.1995
Husband Name	Sandeep R
Nationality	Indian
Marital Status	Married
Languages Known	English, Tamil, Kannada, Telugu

DECLARATION:

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

Date:

Place: Mugaluru

(CHANDANA.S)