

CURRICULAM VITAE

PUNITHAVATHI.S

NO 39/20 Maratta Street,
Pattukkottai
Thanjavur Dt., Pin 614601
Mobile no: +917708813072
E-mail Id: psk.punitha85@gmail.com

OBJECTIVE

To be an active and resourceful person to the extent that whatever I Have gained Academically for the past, is all to use the best of all my potentialities in favor of the institution that I'm going to work as being an honestful person.

ACADEMIC QUALIFICATION:

Course	Institution	Board/University	Medium	Year of Passing	(%)
M.Phil	Meenakshi Chandrasekaran Arts & Science College Karambayam	Bharathidhasan University	English	2013	90%
M.Com	Meenakshi Chandrasekaran Arts & Science College Karambayam	Bharathidhasan University	English	2012	76%
B.Com	Meenakshi Chandrasekaran Arts & Science College Karambayam	Bharathidhasan University	English	2010	72%
H.S.L.C	Govt Girls Hr Sec School Pattukkottai	State Board	Tamil	2007	74%
SSLC	Govt Girls Hr Sec School Pattukkottai	State Board	Tamil	2005	71%

WORK EXPERIENCE:

- From June 16, 2016 onwards working as an Assistant Professor in the Department of Commerce with Computer Applications, St.Joseph's College (Autonomous), Tiruchirappalli.
- Worked as an assistant professor in Department of Commerce of St.Joseph's College (Trichy-2) for One year in 2015-2016.

- Worked as an assistant professor in Commerce Department of Sri Venkateshwara College of Arts and Science Peravurani) for Six Months in 2014-2015.

Job Responsibilities:

6 Months(2014-2015)

- Company Law and Secretarial Practice
- Office Management
- Banking Theory Law and Practice

One Year 2015- To 2016

- Auditing
- Cost Accounting
- Business Economics
- Accounting Package
- Cost Methods and Techniques
- Marketing
- Financial Accounting -II

ACADEMIC PROJECT

COURSE	TITLE OF THESIS
M. Phil	A study on Job Satisfaction among the employees in BHEL at Trichy
Area: Human Resource Management.	

COMPUTER SKILLS:

- **Diploma in Office Automations**

POTENTIALITY & CAPABILITIES:

Self Confidence, Being honest, Duty conscious, punctuality, adjusting towards all kind of situation & solving problems. These things help me to accept challenges in this competitive world & overcome all sets of distractions.

PERSONAL DETAILS

Name : **S.PUNITHAVATHI**
Father's Name : B.SANKAR RAO
Date of Birth : 25-01-1990
Sex : Female
Nationality : Indian
Religion : Hindu
Marital Status : Unmarried
Languages known : Tamil & English
Address for Communication : NO 39/20 Maratta Street,
Pattukkottai
Thanjavur Dt., Pin 614601
Mobile no: +917708813072, 9840512615

DECLARATION

I'm here by declare that all the information, which I've presented above is sincerely true and honest to the best of my knowledge.

Place : Pattukkottai

Date :

Your sincerely

S.PUNITHAVATHI