

POOJITHA SIVAKUMAR'S RESUME

Personal details:

First Name :Poojitha
Last name :Sivakumar
Preferred name :Pooja
Address :Clyde north, VIC 3978
Mobile :0424 014 300
D.O.B :12/12/1998

Education and Coursework:

- ✚ **2013 Year 9 – Cranbourne East Secondary College/ Dandenong High School**
- ✚ **2014 Year 10 - Lyndale secondary college**
- ✚ **2015 Year 11 - Lyndale secondary college (VCE STUDIES)**
 - 1. English (mainstream)
 - 2. Further Mathematics
 - 3. Biology (year 12)
 - 4. Mathematical methods
 - 5. Accounting
 - 6. Business management
- ✚ **2016 Year 12 - Lyndale secondary college (VCE STUDIES)**
 - 1. English (mainstream)
 - 2. Further mathematics
 - 3. Mathematical methods
 - 4. Accounting
 - 5. Business management
- ✚ **2017 Bachelor of Commerce at Monash University (Clayton campus)**

Career focus:

“Nothing worth doing in life is easy”, therefore I will fulfill all the aspirations I have desired for in my life with my hard work, dedication and sincerity.

Personal Skill/Knowledge:

- ✚ Focused
- ✚ Initiative
- ✚ Good communication skills
- ✚ Good at multi-tasking
- ✚ Well-organized
- ✚ Punctual
- ✚ Excel skills with collecting large data and filing
- ✚ Technical skills
- ✚ Proficient in multiple languages besides English

Hobbies and Interests:

- ✚ Dance (Indian classical- Bharathanatyam)
- ✚ Music (Indian classical- Carnatic)
- ✚ Volunteering in environment or social oriented clubs
- ✚ Sport (tennis and cricket)
- ✚ Spending value time with family
- ✚ Tutoring

Honours:

- 1. Year 11 VCE Academic excellence award- 2015
- 2. Year 12 VCE award for academic excellence unit 3- 2016
- 3. Year 12 VCE award for academic excellence unit 4- 2016
- 4. ‘Top in the class’ in Year 12 VCE Business Management- 2016

5. 'Top in the class' in Year 12 VCE English- 2016
6. 'Top in the class' in Year 12 VCE Maths Methods- 2016
7. 'Top in the class' in Year 12 VCE Accounting- 2016
8. Year 12 academic award- 2016

Scholarships:

Monash support scholarship: 2017 to present

Experience:

1. **Casey Superclinic Pharmacy- 2 weeks**
Address: 50/52 Kangan Dr, Berwick VIC 3806, Australia
Phone: +61 3 9769 9824
2. **Casey Allied Health- 2 weeks**
Address: 54 Kangan Dr, Berwick VIC 3806, Australia
Phone: +61 3 8774 9600
3. **St John of God Hospital- 2 week**
4. **DOXA cadetship program- Beginning of 2017 to present**
DOXA Social Club- Assistant Accountant (Cadet)
Address: 355 Spencer Street, West Melbourne VIC 3003, Australia
Phone: 03 9046 8233
5. **Private tutoring for kids in year 2 to 5- Beginning of 2017 to present**
6. **KUMON Narre warren- June 2017 to present**
Instructor for Maths
Phone: 0479 098 012

Referees:

Mike Ejigu

Finance and gaming Manager
Doxa Social Club Head Office
Mob: 0430 125 853
Email: mejigu@doxaclub.com.au

Kirthi Sai Chaganla

Customers Service Woolworths-
Mob: 0433 006 679
Email: kirthisai@gmail.com

William Hollingworth

English teacher and Year 12 coordinator (2016)
Lyndale Secondary College
Gladstone Road
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Victoria, 3175
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Robyn Stanton

Accounting teacher year 12 (2016)
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