

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

- | | |
|--------------------------|-----------------------------------|
| 1. English | 6. Chemistry |
| 2. Legal Studies | 7. Mathematical methods |
| 3. Industry & Enterprise | 8. Humanities |
| 4. Science core | 9. Who wants to be a millionaire? |
| 5. VCE Biology (year 11) | |

2015 Year 11 - Lyndale secondary college (VCE STUDIES)

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|-------------------------|-------------------------|
| 1. English (mainstream) | 4. Mathematical methods |
| 2. Further Mathematics | 5. Accounting |
| 3. Biology (year 12) | 6. Business management |

2016 Year 12 - Lyndale secondary college (VCE STUDIES)

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|-------------------------|------------------------|
| 1. English (mainstream) | 4. Accounting |
| 2. Further mathematics | 5. Business management |
| 3. Mathematical methods | |

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:

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

Hobbies and Interests:

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

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- 1 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

Availability:

🌈 Tuesday, Wednesday, Friday and Weekends.

Referees:

Mike Ejigu

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

Ankit Vora

Duty Manager Woolworths- Oakleigh
Mob: 0433 948 442
Email: ankit_vora@outlook.com

William Hollingworth

English teacher and Year 12 coordinator (2016)
Lyndale Secondary College
Gladstone Road
Dandenong North
Victoria, 3175
Tel: (03) 9795 2366

Mob: 0428 004 019

Email:

hollingworth.william.w@edumail.vic.gov.au

Kirthi Sai Chaganla

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

Robyn Stanton

Accounting teacher year 12 (2016)
Lyndale Secondary College
Gladstone Road
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