

POOJITHA SIVAKUMAR'S RESUME

Personal details:

First Name :Poojitha
Last name :Sivakumar
Preferred name :Pooja
Address :13 Elmtree Crescent, Clyde north, VIC 3978
Mobile :0424 014 300
D.O.B :12/12/1998

Education and Coursework:

- ✚ **2010-2011- Dandenong Primary School**
- ✚ **2011-2013- Cranbourne East Secondary College**
- ✚ **2013 Year 9 – Cranbourne East Secondary College/ Dandenong High School**
- ✚ **2014 Year 10 - Lyndale secondary college**
 - 1. English
 - 2. Legal Studies
 - 3. Industry & Enterprise
 - 4. Science core
 - 5. VCE Biology (year 11)
 - 6. Chemistry
 - 7. Mathematical methods
 - 8. Humanities
 - 9. Who wants to be a millionaire?
- ✚ **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
- ✚ Have good communication skills
- ✚ Good at multi-tasking
- ✚ Well-organized
- ✚ Honest
- ✚ Punctual
- ✚ Technical skills
- ✚ Proficient in English, Hindi, Tamil, Telugu and Kannada

Hobbies and Interests:

- ✚ Dance (Indian classical)
- ✚ Music (Indian classical)
- ✚ Volunteering Clubs
- ✚ Sport (tennis and cricket)
- ✚ Spending value time with family
- ✚ Movies

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-the last year of my degree

Scholarship provided for those students who are disadvantaged in some aspect during their schooling years.

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

I have gained ample of knowledge and experience in the customer service field during the work experience period of two weeks.

Availability:

 Anytime

Referees:**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

Dandenong North

VICTORIA, 3175

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