

POOJITHA SIVAKUMAR'S RESUME

Personal details:

Name : Poojitha Sivakumar
Preferred name : Pooja
Address : 3 Tarwin Place, Cranbourne, VIC 3977
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

- | | |
|---------------|---------------------------------|
| 1. English | 6. Chinese (mandarin) |
| 2. Maths | 7. Textiles |
| 3. Textiles | 8. Visual communication |
| 4. Science | 9. Health and human development |
| 5. Humanities | |

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 | |

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.

I aspire to study Bachelor of business and Bachelor of accounting (Double Degree) at Monash University in 2017. Hence, I want to become a successful auditor at a firm.

Personal Skill/Knowledge:

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|--|---|
|  Focused |  Honest |
|  Initiative |  Punctual |
|  Have good communication skills |  Technical skills |
|  Good at multi-tasking |  Proficient in English, Hindi, Tamil, Telugu and Kannada |
|  Well-organized | |

Hobbies and Interests:

-  Dancing (Indian classical)
-  Music (Indian classical)
-  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

Experience:

1. Casey Superclinic Pharmacy
Address: 50/52 Kangan Dr, Berwick VIC 3806, Australia
Phone: +61 3 9769 9824
2. Casey Allied Health
Address: 54 Kangan Dr, Berwick VIC 3806, Australia
Phone: +61 3 8774 9600

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
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William Hollingworth

English teacher and Year 12 coordinator
(2016)
Lyndale Secondary College
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Kirthi Sai Chaganla

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Robyn Stanton

Accounting teacher year 12 (2016)
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