

## **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)

-  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

### **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:**

#### **William Hollingworth**

English teacher & 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](mailto:hollingworth.william.w@edumail.vic.gov.au)

#### **Robyn Stanton**

Accounting teacher year 12 (2016)  
Lyndale Secondary College  
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