

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
-  Good communication skills
-  Good at multi-tasking
-  Well-organized
-  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 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:

 Varies based on Semester Timetable.

Referees:**Mike Ejigu**

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

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
Tel: (03) 9795 2366
Email: stanton.robyn.j@edumail.vic.gov.au

Ankit Vora

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