# *COVERING LETTER*

To,

The HR Manager,

Subject: Application for the suitable post in your organization

Dear Sir/Madam,

I am B. Balaji, ***B.COM (CORPORATE SECRETARYSHIP)*** applying for a suitable position in your organization.

With my enthusiasm, positive attitude, problem solving approach, and technical and interpersonal skill, I can be a better team member of your organization to meet and exceed your organizational goals.

Although the accompanying resume illustrates my background well, I feel that a personal interview would better to demonstrate my knowledge and abilities. Therefore, I would appreciate the opportunity to participate in interview at a convenient time. Thank You for Your review and consideration.

Place: You’re sincerely,

Date:

**B.BALAJI**

**CURRICULAM VITAT**

**B. BALAJI Email: easwer82@gmail.com**

**B.COM (CORPORATE SECRETARYSHIP) Cell : 6379812576, 7358373678**

**OBJECTIVE**

* Seeking a challenging and rewarding opportunity with an organization of repute which recognizes and utilizes my true potential.

**EXPERIENCE**

* I am a Fresher

**PROJECT**

* **Interned at** **CHENNAI PORT TRUST**
* **A Financial Analysis of Chennai Port Trust (CPT) in Chennai.**

**INTERESTED AREA**

* **Accounts & Auditing**

**EDUCATIONAL CREDENTIAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO** | **SUBJECT** | **Name of the board/Institute** | **Year of passing** | **Percentage of marks** |
| 1 | SSLC | State board | 2014 | 50 |
| 2 | HSC | State board | 2016 | 52 |
| 3 | B.Com., [Corporate secretaryship] | Sree Muthukumaraswamy College | 2019 | 65.7 |

**SUMMARY OF SKILLS**

* Ability of work carefully, methodically and accurately.
* Enriched with the ability to learn new concepts & technology.
* Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.

**COMPUTER PROFICIENCY**

* Diploma in computer application
* Tally ERP9

**PERSONAL PROFILE**

* Date of Birth : 27th oct, 1998
* Gender : Male
* Domicile : Tamilnadu
* Father's name : Mr. A. Balasundaram
* Address : NO:9/5, Nainiappan Garden 2nd Lane,

Old washermenpet,

Chennai – 600 021.

* Linguistic abilities : English, Tamil

## DECLARATION:

## I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place : Chennai you’re sincerely

Date :

**B. BALAJI**